PATENT & TRADEMARK OFFICE
MAR 0 1 2004
OIPE
JC107

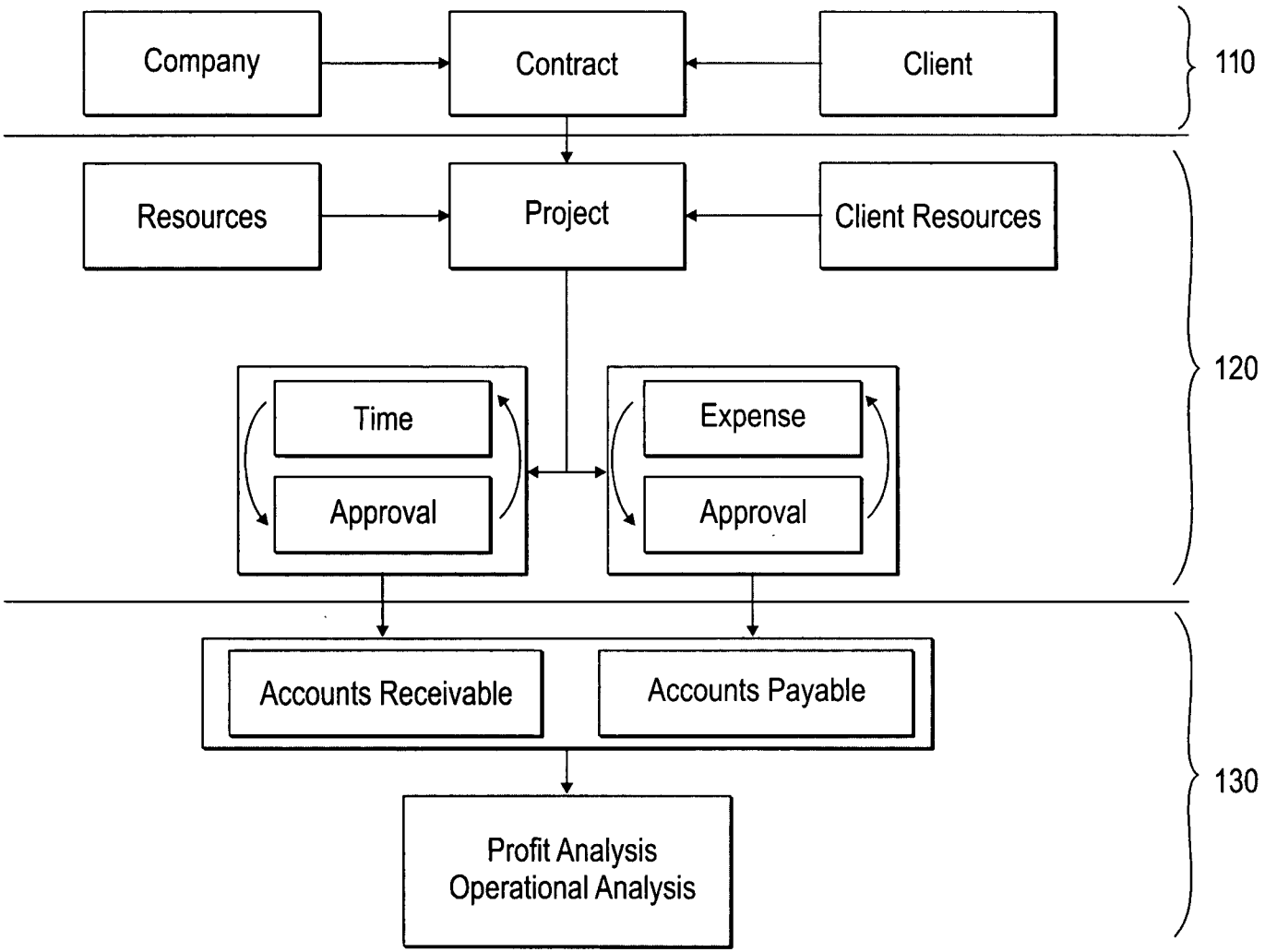

FIG. 1

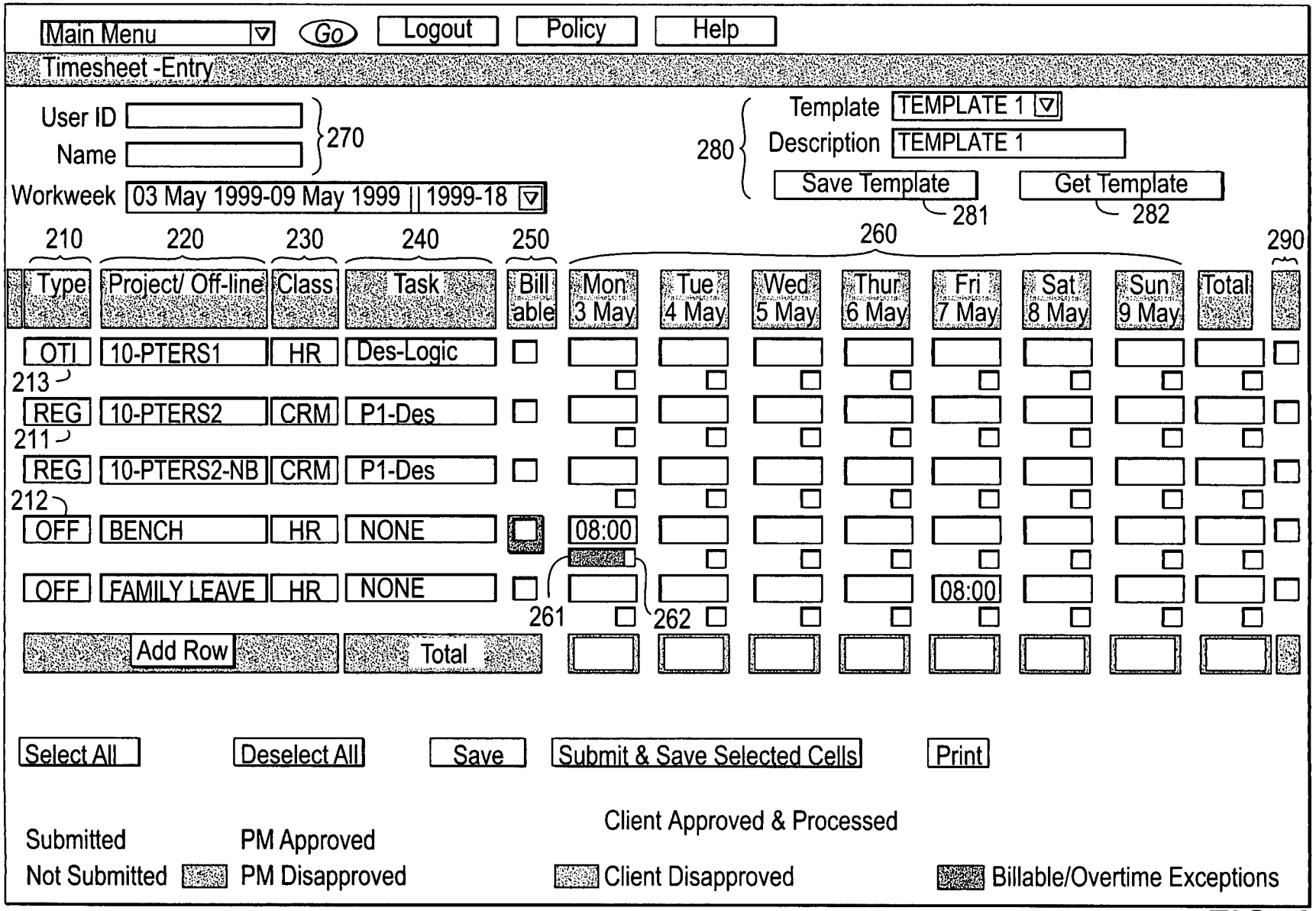
Main Menu
Go
Logout
Policy
Help
Timesheet -Entry
User ID
Name
270
Workweek
03 May 1999-09 May 1999 || 1999-18
Template
TEMPLATE 1
280
Description
TEMPLATE 1
Save Template
Get Template
281
282
210
220
230
240
250
260
290
Type
Project/ Off-line
Class
Task
Bill able
Mon 3 May
Tue 4 May
Wed 5 May
Thur 6 May
Fri 7 May
Sat 8 May
Sun 9 May
Total
OTI
10-PTERS1
HR
Des-Logic
213
REG
10-PTERS2
CRM
P1-Des
211
REG
10-PTERS2-NB
CRM
P1-Des
212
OFF
BENCH
HR
NONE
08:00
OFF
FAMILY LEAVE
HR
NONE
08:00
261
262
Add Row
Total
Select All
Deselect All
Save
Submit & Save Selected Cells
Print
Submitted
Not Submitted
PM Approved
PM Disapproved
Client Approved & Processed
Client Disapproved
Billable/Overtime Exceptions

FIG. 2

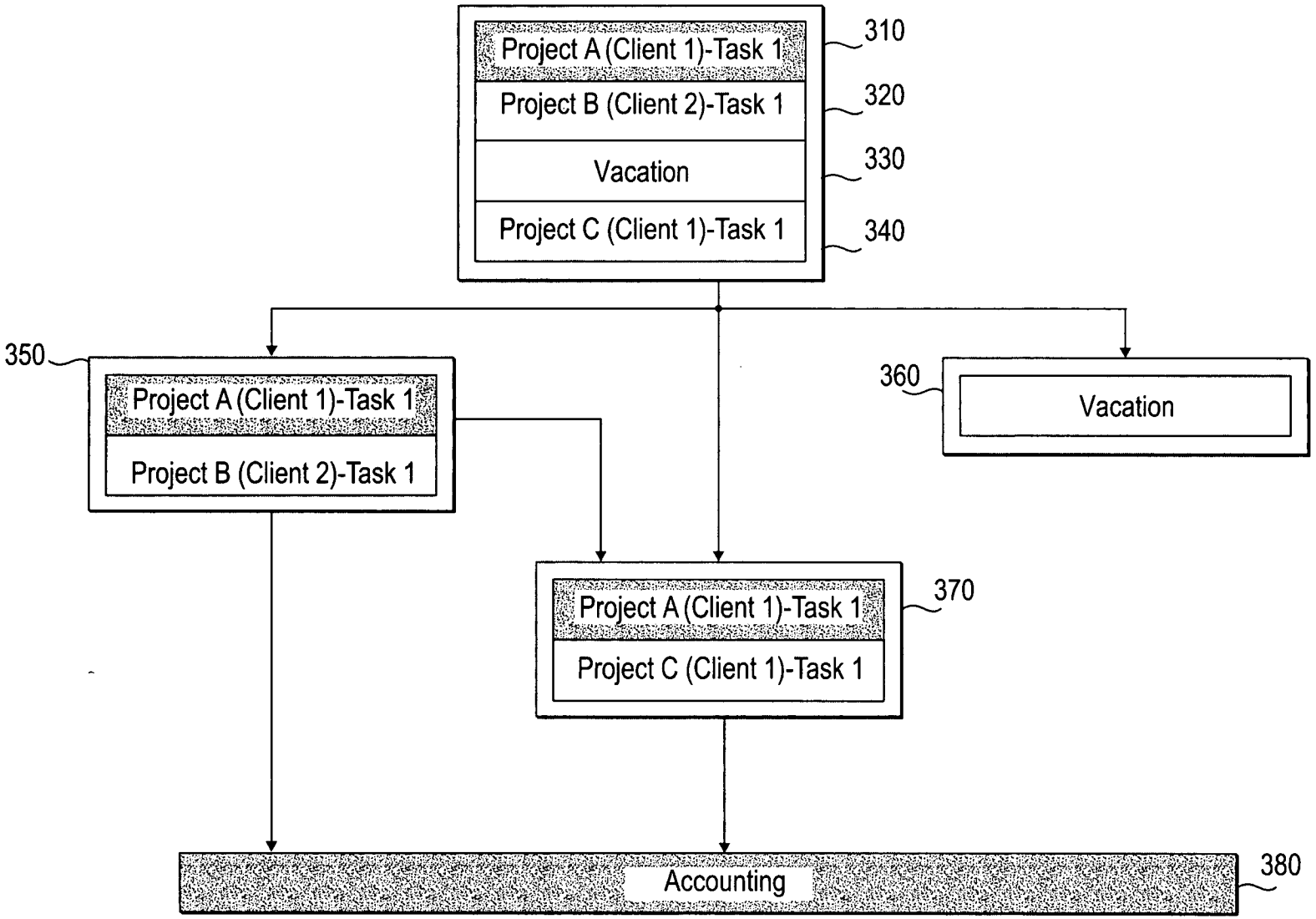
Project A (Client 1)-Task 1
Project B (Client 2)-Task 1
Vacation
Project C (Client 1)-Task 1
310
320
330
340
350
Project A (Client 1)-Task 1
Project B (Client 2)-Task 1
360
Vacation
370
Project A (Client 1)-Task 1
Project C (Client 1)-Task 1
Accounting
380

FIG. 3

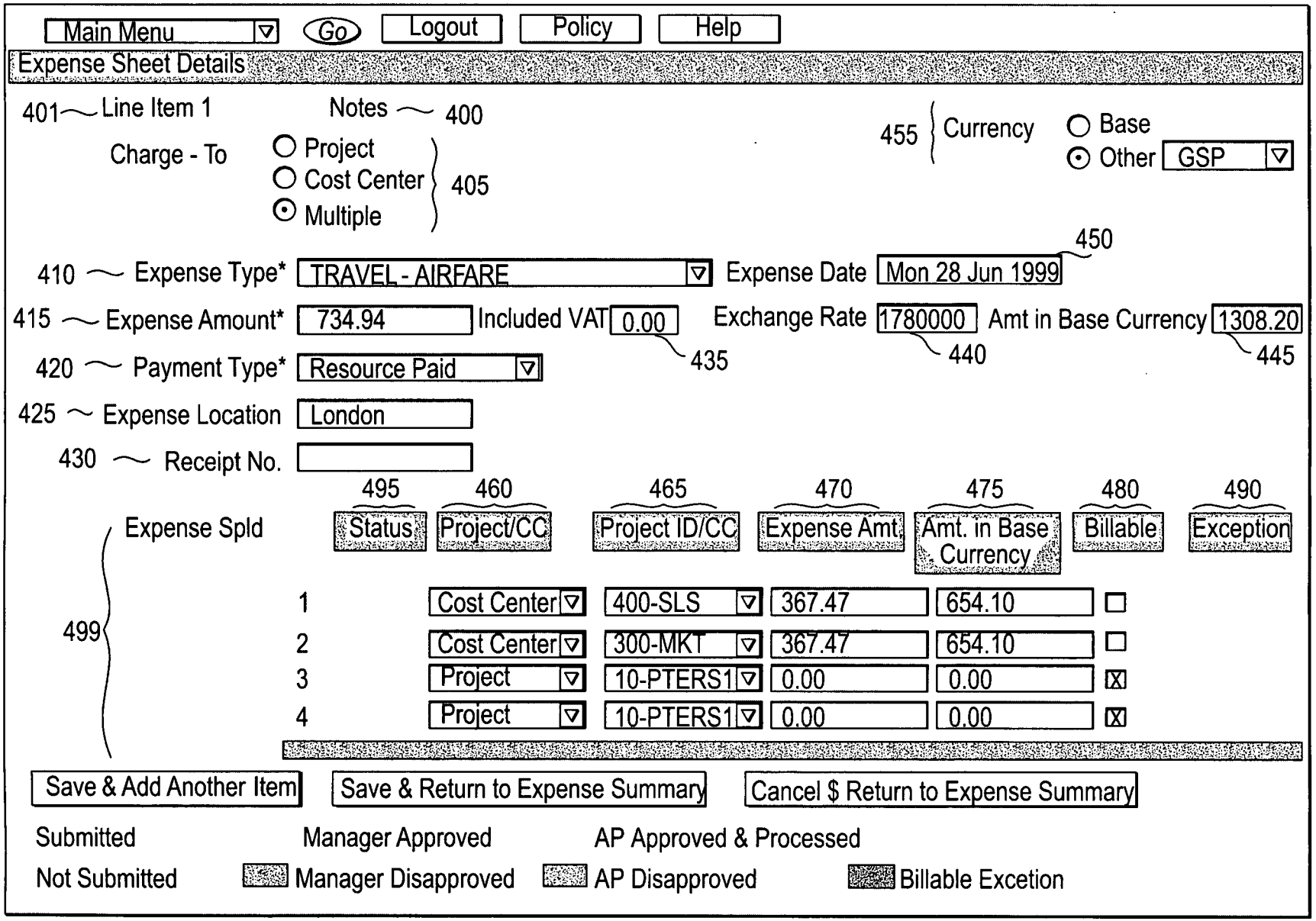
Main Menu
Go
Logout
Policy
Help
Expense Sheet Details
401
Line Item 1
Notes
400
Charge - To
Project
Cost Center
Multiple
405
455
Currency
Base
Other
GSP
450
410
Expense Type*
TRAVEL - AIRFARE
Expense Date
Mon 28 Jun 1999
415
Expense Amount*
734.94
Included VAT
0.00
435
Exchange Rate
1780000
440
Amt in Base Currency
1308.20
445
420
Payment Type*
Resource Paid
425
Expense Location
London
430
Receipt No.
495
460
465
470
475
480
490
Expense Spld
Status
Project/CC
Project ID/CC
Expense Amt.
Amt. in Base Currency
Billable
Exception
499
1
Cost Center
400-SLS
367.47
654.10
2
Cost Center
300-MKT
367.47
654.10
3
Project
10-PTERS1
0.00
0.00
4
Project
10-PTERS1
0.00
0.00
Save & Add Another Item
Save & Return to Expense Summary
Cancel $ Return to Expense Summary
Submitted
Manager Approved
AP Approved & Processed
Not Submitted
Manager Disapproved
AP Disapproved
Billable Excetion

FIG. 4

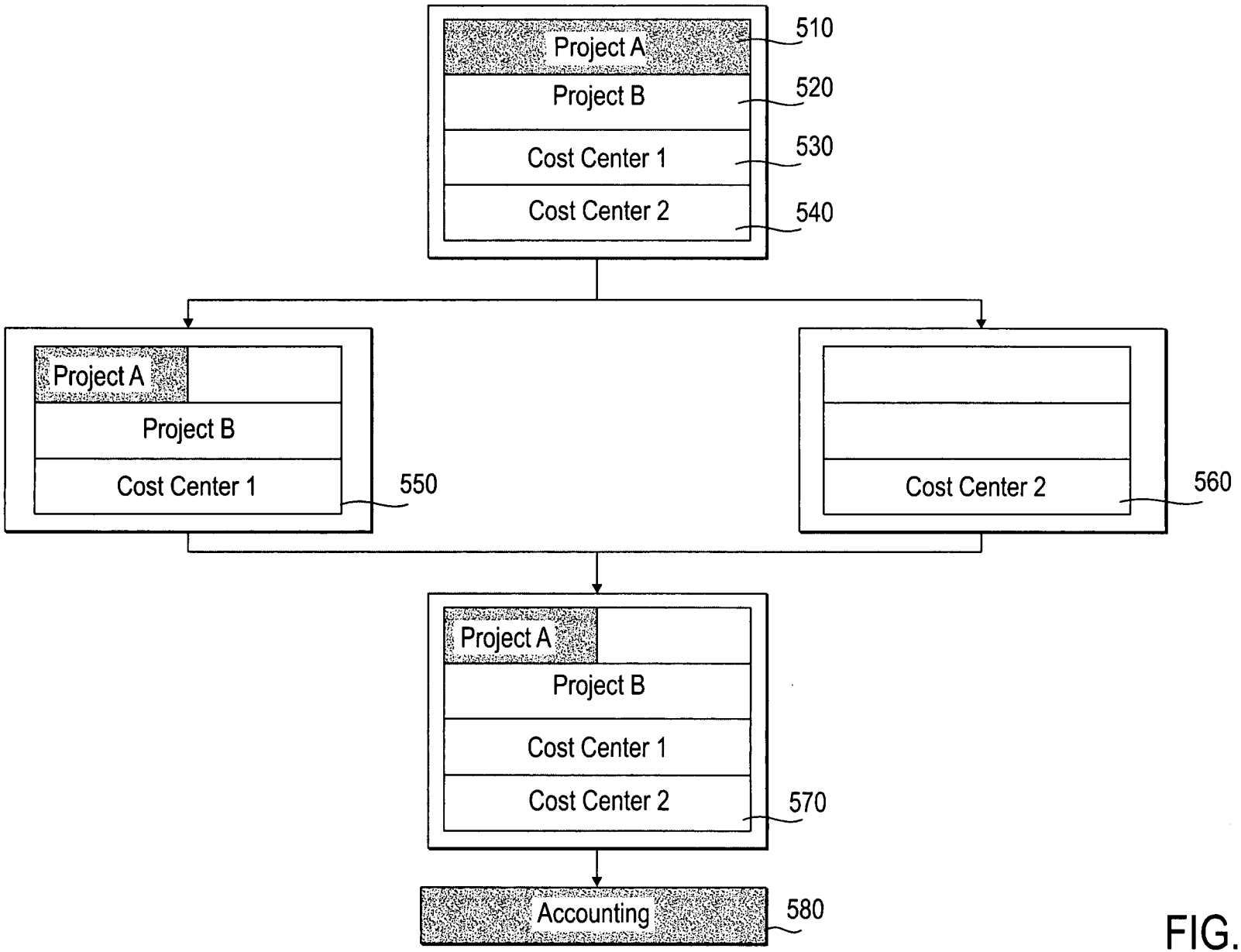
Project A
Project B
Cost Center 1
Cost Center 2
510
520
530
540
Project A
Project B
Cost Center 1
550
Cost Center 2
560
Project A
Project B
Cost Center 1
Cost Center 2
570
Accounting
580

FIG. 5

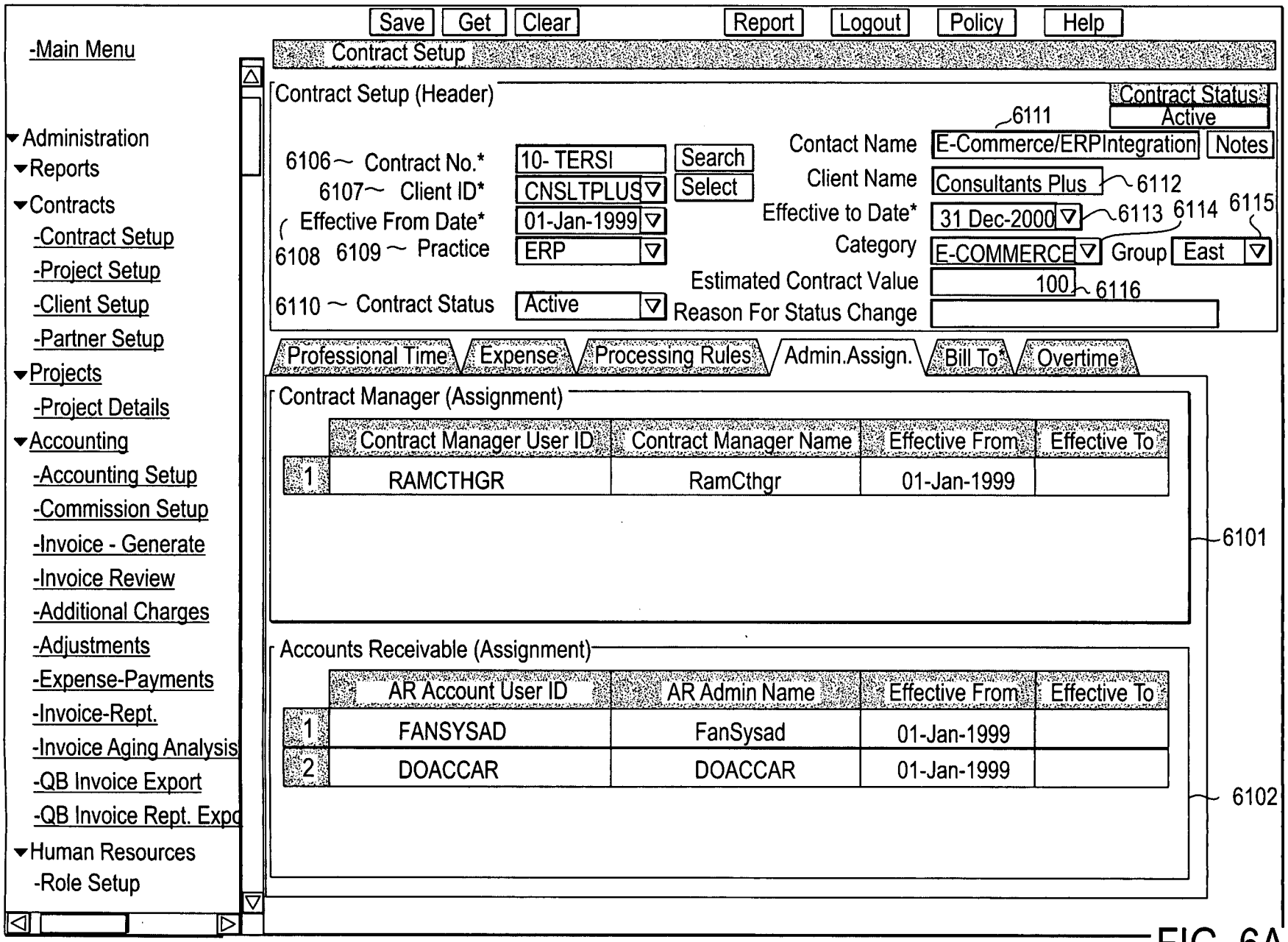
Save
Get
Clear
Report
Logout
Policy
Help
-Main Menu
Contract Setup
Contract Setup (Header)
Contract Status
Active
6111
Contact Name
E-Commerce/ERPIntegration
Notes
6106 Contract No.*
10- TERSI
Search
Client Name
Consultants Plus
6112
6107 Client ID*
CNSLTPLUS
Select
Effective to Date*
31 Dec-2000
6113
6114
6115
Effective From Date*
01-Jan-1999
6108 6109 Practice
ERP
Category
E-COMMERCE
Group
East
Estimated Contract Value
100
6116
6110 Contract Status
Active
Reason For Status Change
Professional Time
Expense
Processing Rules
Admin.Assign.
Bill To
Overtime
Contract Manager (Assignment)
Contract Manager User ID
Contract Manager Name
Effective From
Effective To
1
RAMCTHGR
RamCthgr
01-Jan-1999
6101
Accounts Receivable (Assignment)
AR Account User ID
AR Admin Name
Effective From
Effective To
1
FANSYSAD
FanSysad
01-Jan-1999
2
DOACCAR
DOACCAR
01-Jan-1999
6102
Administration
Reports
Contracts
-Contract Setup
-Project Setup
-Client Setup
-Partner Setup
Projects
-Project Details
Accounting
-Accounting Setup
-Commission Setup
-Invoice - Generate
-Invoice Review
-Additional Charges
-Adjustments
-Expense-Payments
-Invoice-Rept.
-Invoice Aging Analysis
-QB Invoice Export
-QB Invoice Rept. Expo
Human Resources
-Role Setup

FIG. 6A

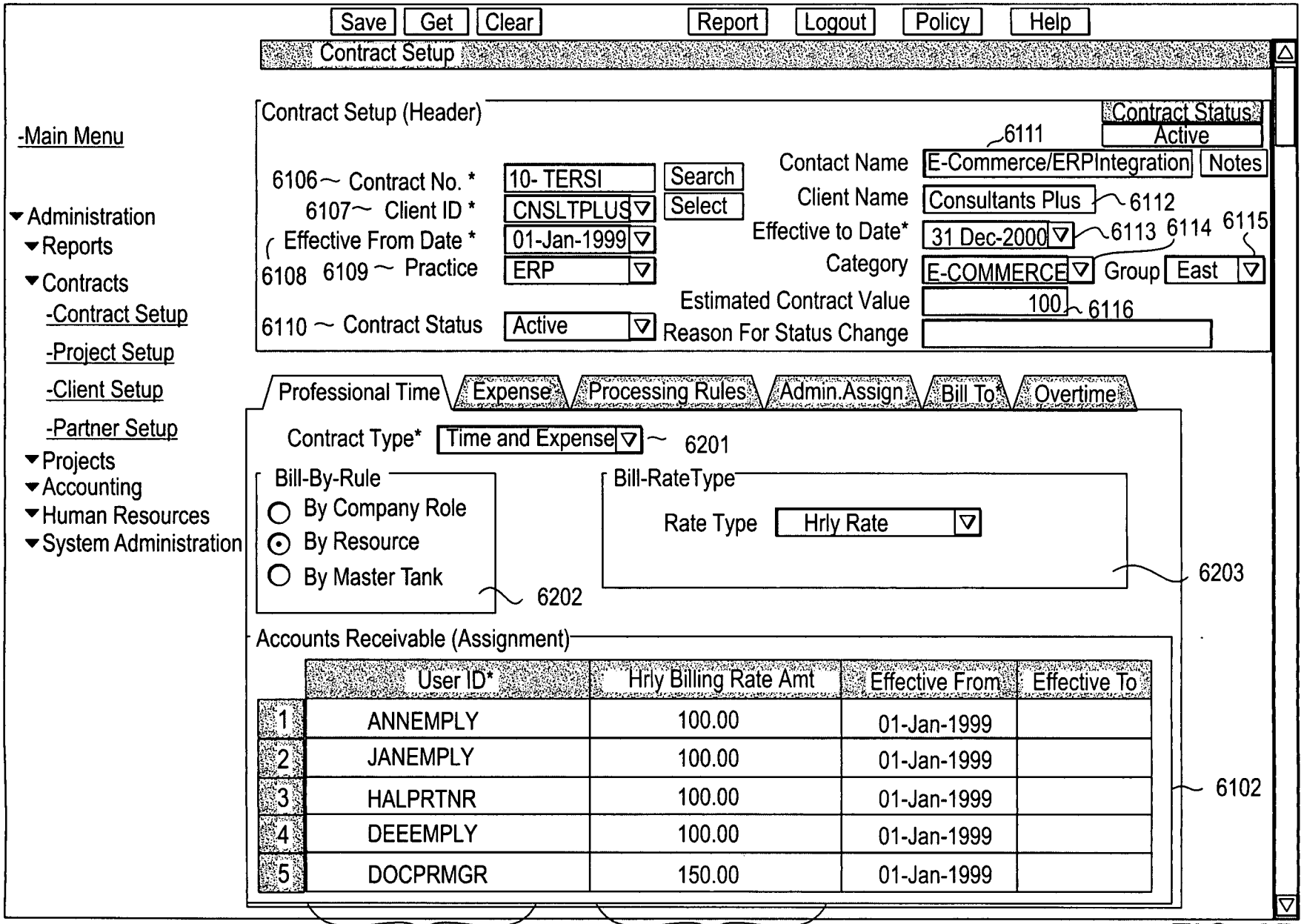
Save
Get
Clear
Report
Logout
Policy
Help
Contract Setup
-Main Menu
Administration
Reports
Contracts
-Contract Setup
-Project Setup
-Client Setup
-Partner Setup
Projects
Accounting
Human Resources
System Administration
Contract Setup (Header)
Contract Status
Active
6111
6106 ~ Contract No. *
10- TERSI
Search
6107 ~ Client ID *
CNSLTPLUS
Select
Effective From Date *
01-Jan-1999
6108 6109 ~ Practice
ERP
6110 ~ Contract Status
Active
Contact Name
E-Commerce/ERPIntegration
Notes
Client Name
Consultants Plus
6112
Effective to Date*
31 Dec-2000
6113 6114 6115
Category
E-COMMERCE
Group
East
Estimated Contract Value
100
6116
Reason For Status Change
Professional Time
Expense
Processing Rules
Admin.Assign.
Bill To*
Overtime
Contract Type*
Time and Expense
6201
Bill-By-Rule
By Company Role
By Resource
By Master Tank
6202
Bill-RateType
Rate Type
Hrly Rate
6203
Accounts Receivable (Assignment)
User ID*
Hrly Billing Rate Amt
Effective From
Effective To
1 ANNEMPLY 100.00 01-Jan-1999
2 JANEMPLY 100.00 01-Jan-1999
3 HALPRTNR 100.00 01-Jan-1999
4 DEEEMPLY 100.00 01-Jan-1999
5 DOCPRMGR 150.00 01-Jan-1999
6102
6218
6204

FIG. 6B

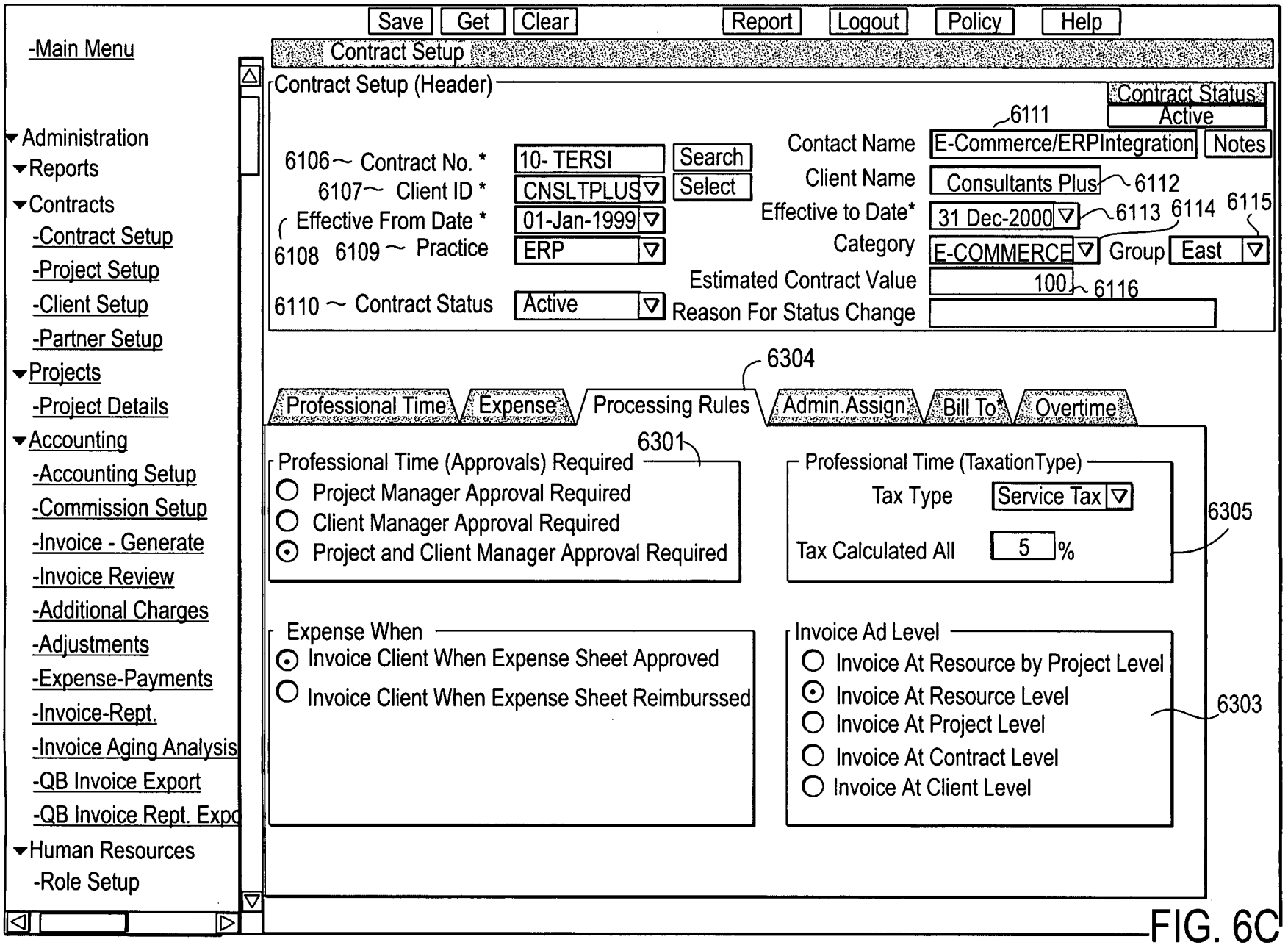
Save
Get
Clear
Report
Logout
Policy
Help
-Main Menu
Contract Setup
Contract Setup (Header)
Contract Status
Active
6111
Contact Name
E-Commerce/ERPIntegration
Notes
6106 ~ Contract No. *
10- TERSI
Search
Client Name
Consultants Plus
6112
6107 ~ Client ID *
CNSLTPLUS
Select
Effective to Date*
31 Dec-2000
6113
6114
6115
Effective From Date *
01-Jan-1999
Category
E-COMMERCE
Group
East
6108
6109 ~ Practice
ERP
Estimated Contract Value
100
6116
6110 ~ Contract Status
Active
Reason For Status Change
6304
Professional Time
Expense
Processing Rules
Admin.Assign
Bill To
Overtime
6301
Professional Time (Approvals) Required
Project Manager Approval Required
Client Manager Approval Required
Project and Client Manager Approval Required
Professional Time (TaxationType)
Tax Type
Service Tax
Tax Calculated All
5
%
6305
Expense When
Invoice Client When Expense Sheet Approved
Invoice Client When Expense Sheet Reimburssed
Invoice Ad Level
Invoice At Resource by Project Level
Invoice At Resource Level
Invoice At Project Level
Invoice At Contract Level
Invoice At Client Level
6303
Administration
Reports
Contracts
-Contract Setup
-Project Setup
-Client Setup
-Partner Setup
Projects
-Project Details
Accounting
-Accounting Setup
-Commission Setup
-Invoice - Generate
-Invoice Review
-Additional Charges
-Adjustments
-Expense-Payments
-Invoice-Rept.
-Invoice Aging Analysis
-QB Invoice Export
-QB Invoice Rept. Expo
Human Resources
-Role Setup

FIG. 6C

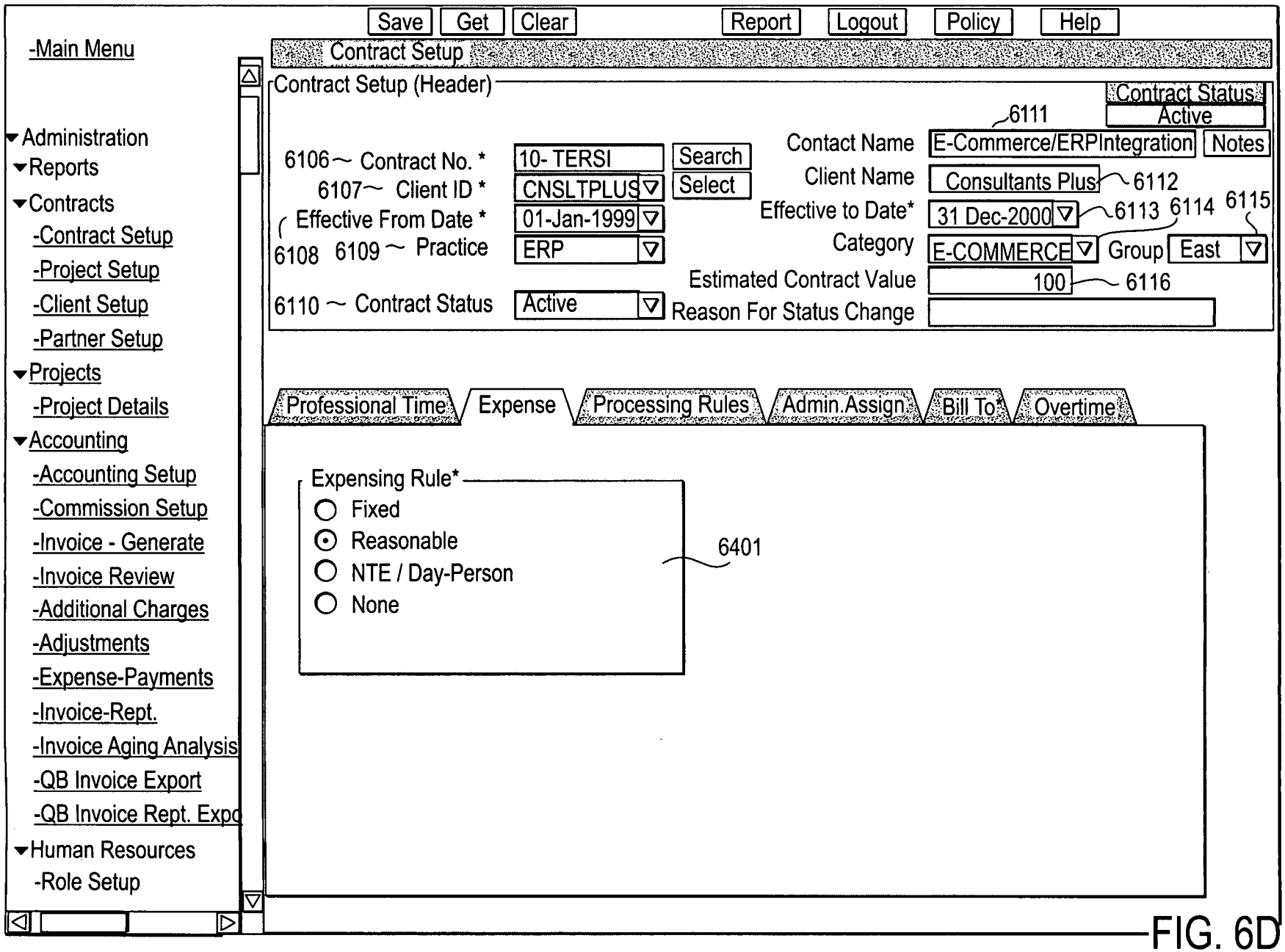
Save
Get
Clear
Report
Logout
Policy
Help
-Main Menu
Contract Setup
Contract Setup (Header)
Contract Status
Active
6111
Administration
Reports
Contracts
-Contract Setup
-Project Setup
-Client Setup
-Partner Setup
Projects
-Project Details
Accounting
-Accounting Setup
-Commission Setup
-Invoice - Generate
-Invoice Review
-Additional Charges
-Adjustments
-Expense-Payments
-Invoice-Rept.
-Invoice Aging Analysis
-QB Invoice Export
-QB Invoice Rept. Expo
Human Resources
-Role Setup
6106 Contract No. *
10- TERSI
Search
6107 Client ID *
CNSLTPLUS
Select
Effective From Date *
01-Jan-1999
6108 6109 Practice
ERP
6110 Contract Status
Active
Contact Name
E-Commerce/ERPIntegration
Notes
Client Name
Consultants Plus
6112
Effective to Date*
31 Dec-2000
6113
6114
6115
Category
E-COMMERCE
Group
East
Estimated Contract Value
100
6116
Reason For Status Change
Professional Time
Expense
Processing Rules
Admin.Assign
Bill To
Overtime
Expensing Rule*
Fixed
Reasonable
NTE / Day-Person
None
6401

FIG. 6D

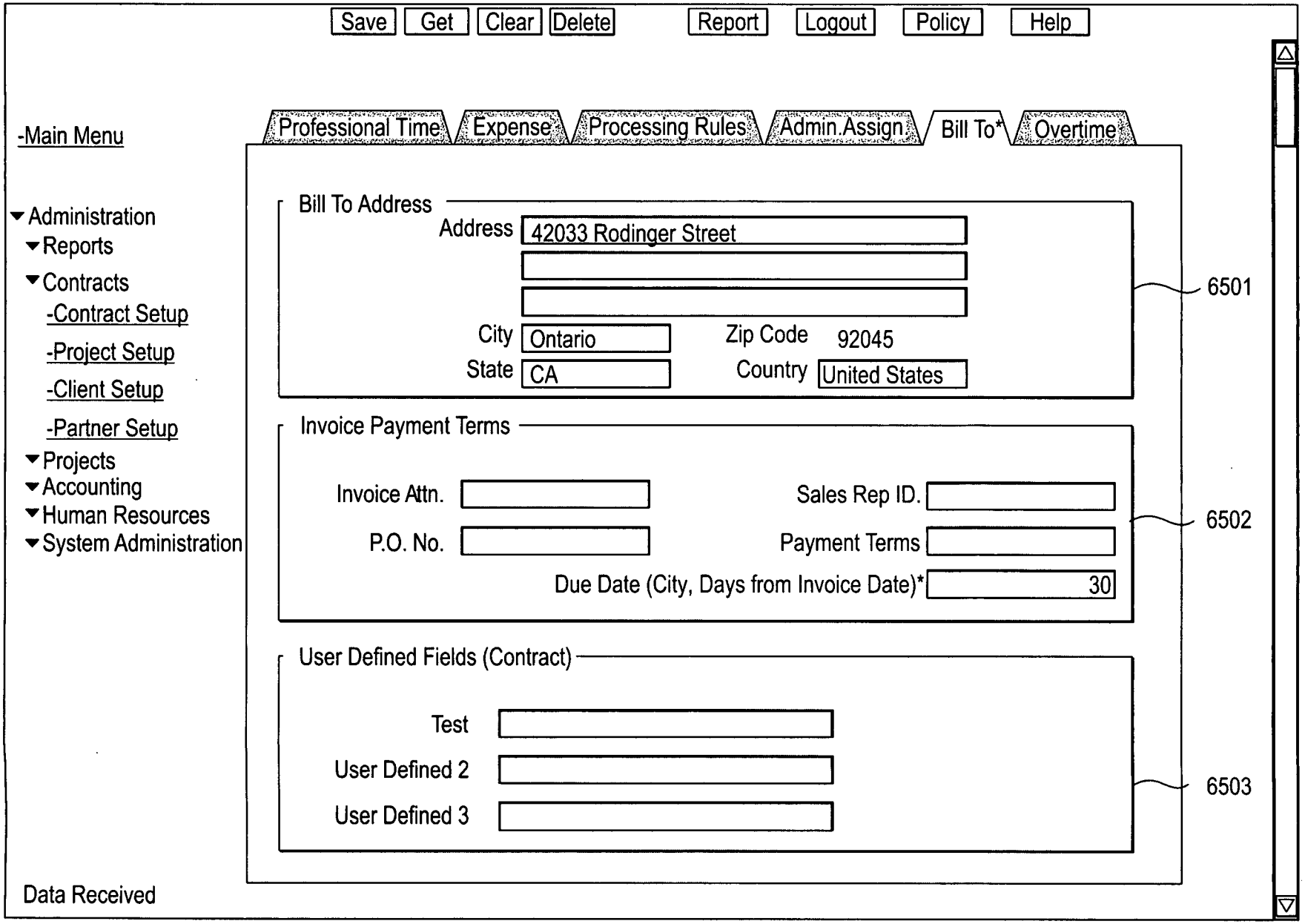
Save
Get
Clear
Delete
Report
Logout
Policy
Help
-Main Menu
Professional Time
Expense
Processing Rules
Admin.Assign
Bill To*
Overtime
Administration
Reports
Contracts
-Contract Setup
-Project Setup
-Client Setup
-Partner Setup
Projects
Accounting
Human Resources
System Administration
Bill To Address
Address
42033 Rodinger Street
City
Ontario
Zip Code
92045
State
CA
Country
United States
6501
Invoice Payment Terms
Invoice Attn.
Sales Rep ID.
P.O. No.
Payment Terms
Due Date (City, Days from Invoice Date)*
30
6502
User Defined Fields (Contract)
Test
User Defined 2
User Defined 3
6503
Data Received

FIG. 6E

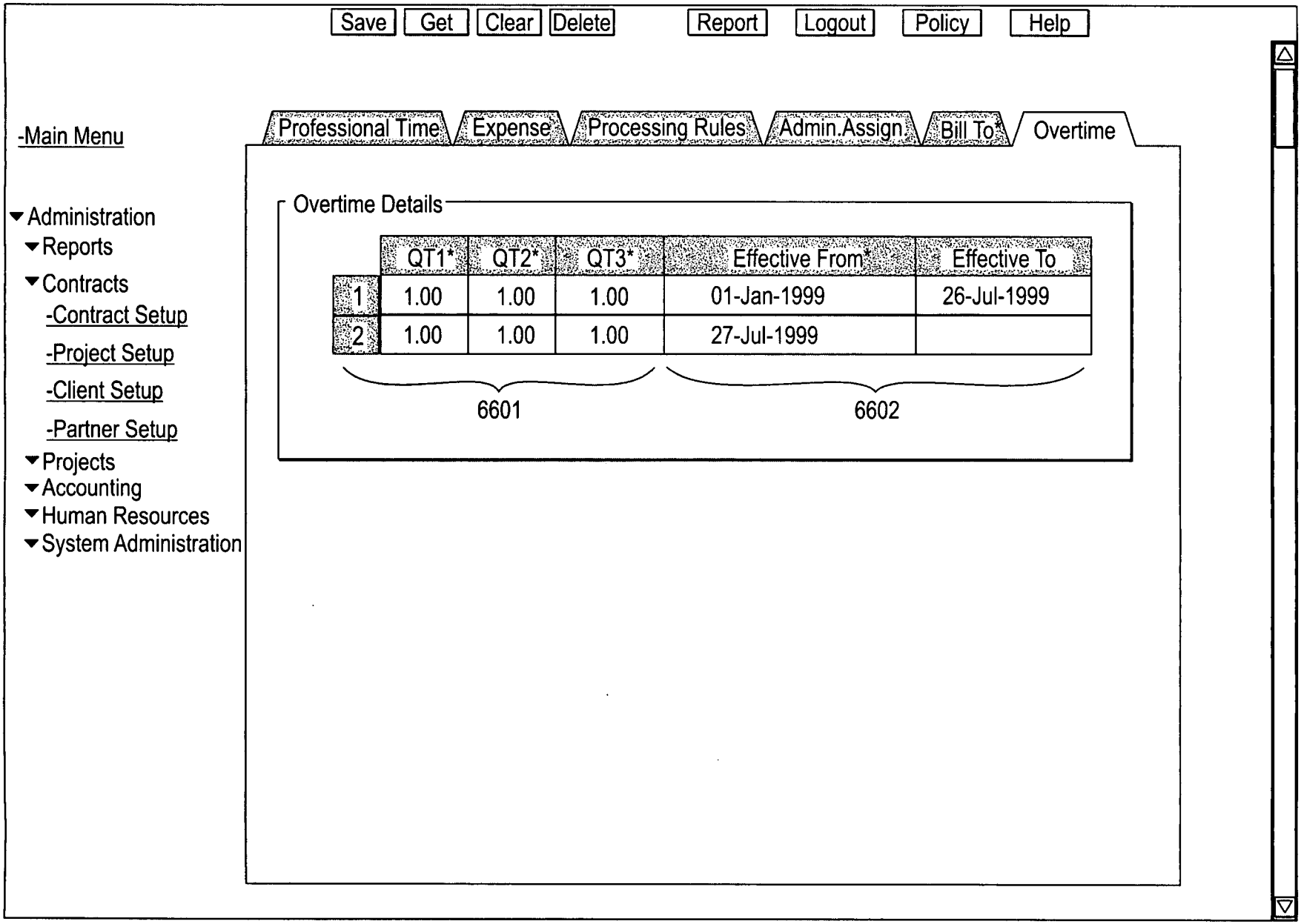
Save
Get
Clear
Delete
Report
Logout
Policy
Help
-Main Menu
Professional Time
Expense
Processing Rules
Admin.Assign
Bill To*
Overtime
Administration
Reports
Contracts
-Contract Setup
-Project Setup
-Client Setup
-Partner Setup
Projects
Accounting
Human Resources
System Administration
Overtime Details
QT1*
QT2*
QT3*
Effective From*
Effective To
1
1.00
1.00
1.00
01-Jan-1999
26-Jul-1999
2
1.00
1.00
1.00
27-Jul-1999
6601
6602

FIG. 6F

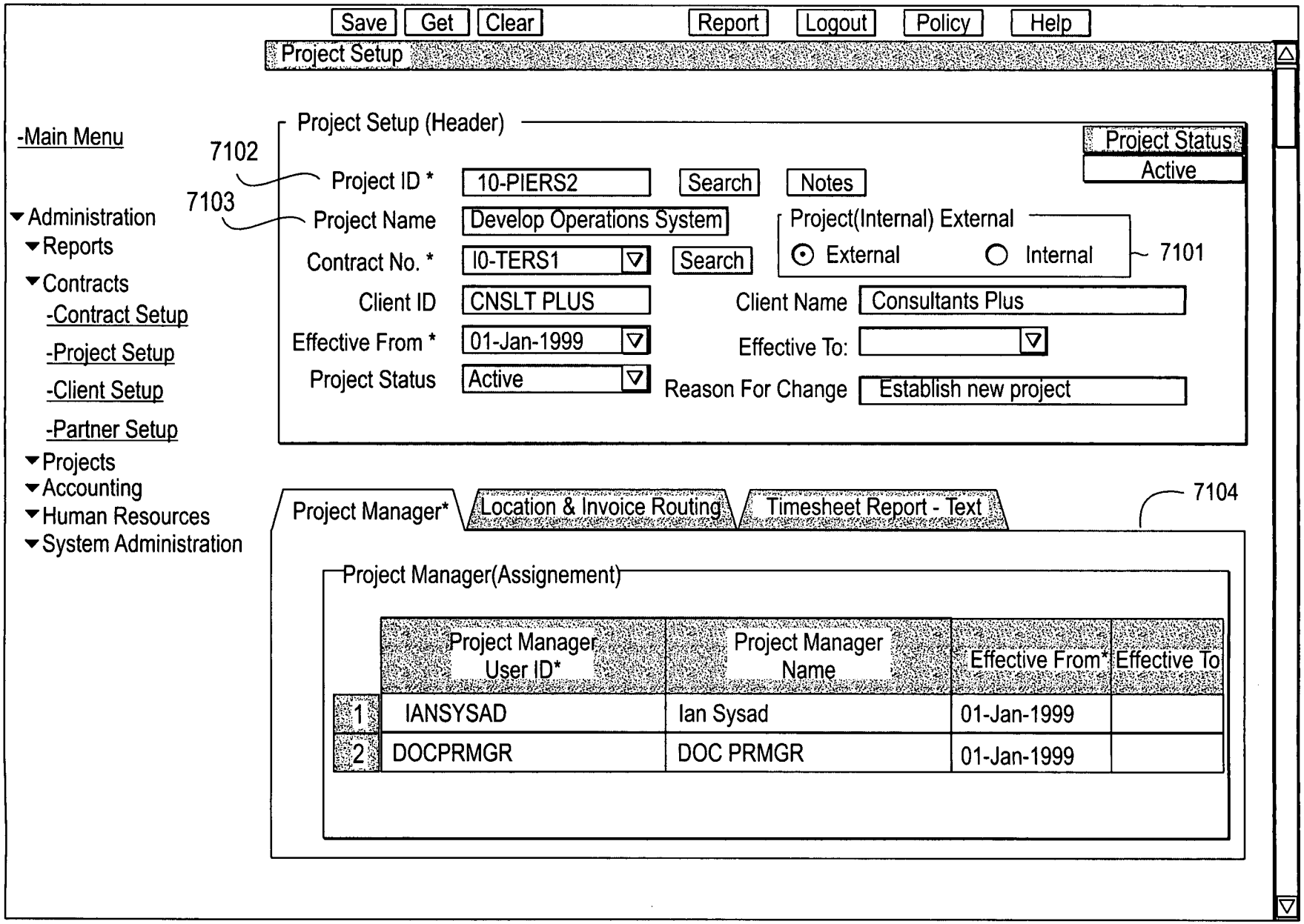
Save
Get
Clear
Report
Logout
Policy
Help
Project Setup
-Main Menu
Administration
Reports
Contracts
-Contract Setup
-Project Setup
-Client Setup
-Partner Setup
Projects
Accounting
Human Resources
System Administration
7102
7103
Project Setup (Header)
Project Status
Active
Project ID *
10-PIERS2
Search
Notes
Project Name
Develop Operations System
Project(Internal) External
External
Internal
7101
Contract No. *
I0-TERS1
Search
Client ID
CNSLT PLUS
Client Name
Consultants Plus
Effective From *
01-Jan-1999
Effective To:
Project Status
Active
Reason For Change
Establish new project
Project Manager*
Location & Invoice Routing
Timesheet Report - Text
7104
Project Manager(Assignement)
Project Manager User ID*
Project Manager Name
Effective From*
Effective To
1
IANSYSAD
Ian Sysad
01-Jan-1999
2
DOCPRMGR
DOC PRMGR
01-Jan-1999

FIG. 7A

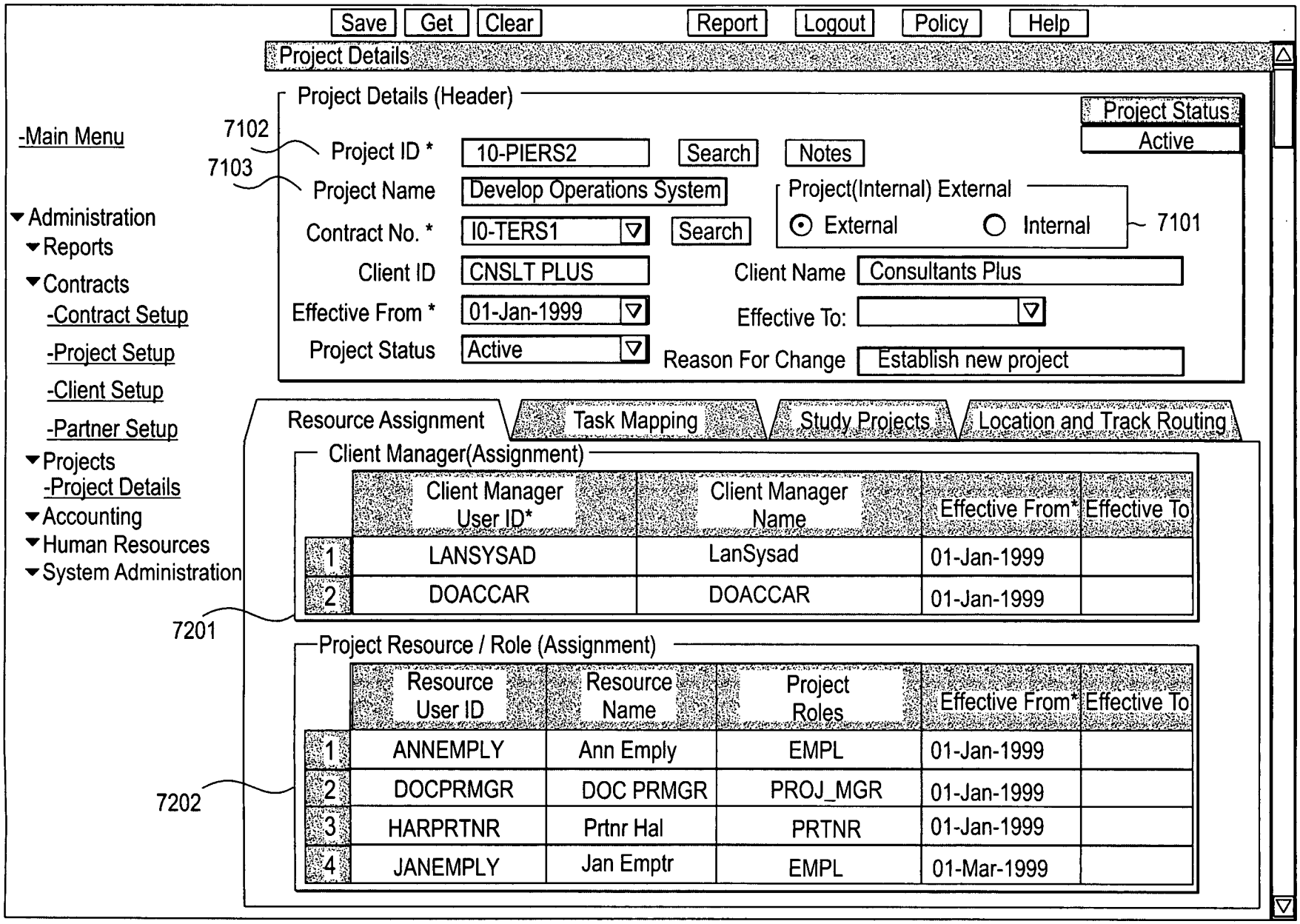
Save
Get
Clear
Report
Logout
Policy
Help
Project Details
-Main Menu
Administration
Reports
Contracts
-Contract Setup
-Project Setup
-Client Setup
-Partner Setup
Projects
-Project Details
Accounting
Human Resources
System Administration
Project Details (Header)
Project Status
Active
7102
Project ID *
10-PIERS2
Search
Notes
7103
Project Name
Develop Operations System
Project(Internal) External
External
Internal
7101
Contract No. *
I0-TERS1
Search
Client ID
CNSLT PLUS
Client Name
Consultants Plus
Effective From *
01-Jan-1999
Effective To:
Project Status
Active
Reason For Change
Establish new project
Resource Assignment
Task Mapping
Study Projects
Location and Track Routing
Client Manager(Assignment)
Client Manager User ID*
Client Manager Name
Effective From*
Effective To
1 LANSYSAD LanSysad 01-Jan-1999
2 DOACCAR DOACCAR 01-Jan-1999
7201
Project Resource / Role (Assignment)
Resource User ID
Resource Name
Project Roles
Effective From*
Effective To
1 ANNEMPLY Ann Emply EMPL 01-Jan-1999
2 DOCPRMGR DOC PRMGR PROJ_MGR 01-Jan-1999
3 HARPRTNR Prtnr Hal PRTNR 01-Jan-1999
4 JANEMPLY Jan Emptr EMPL 01-Mar-1999
7202

FIG. 7B

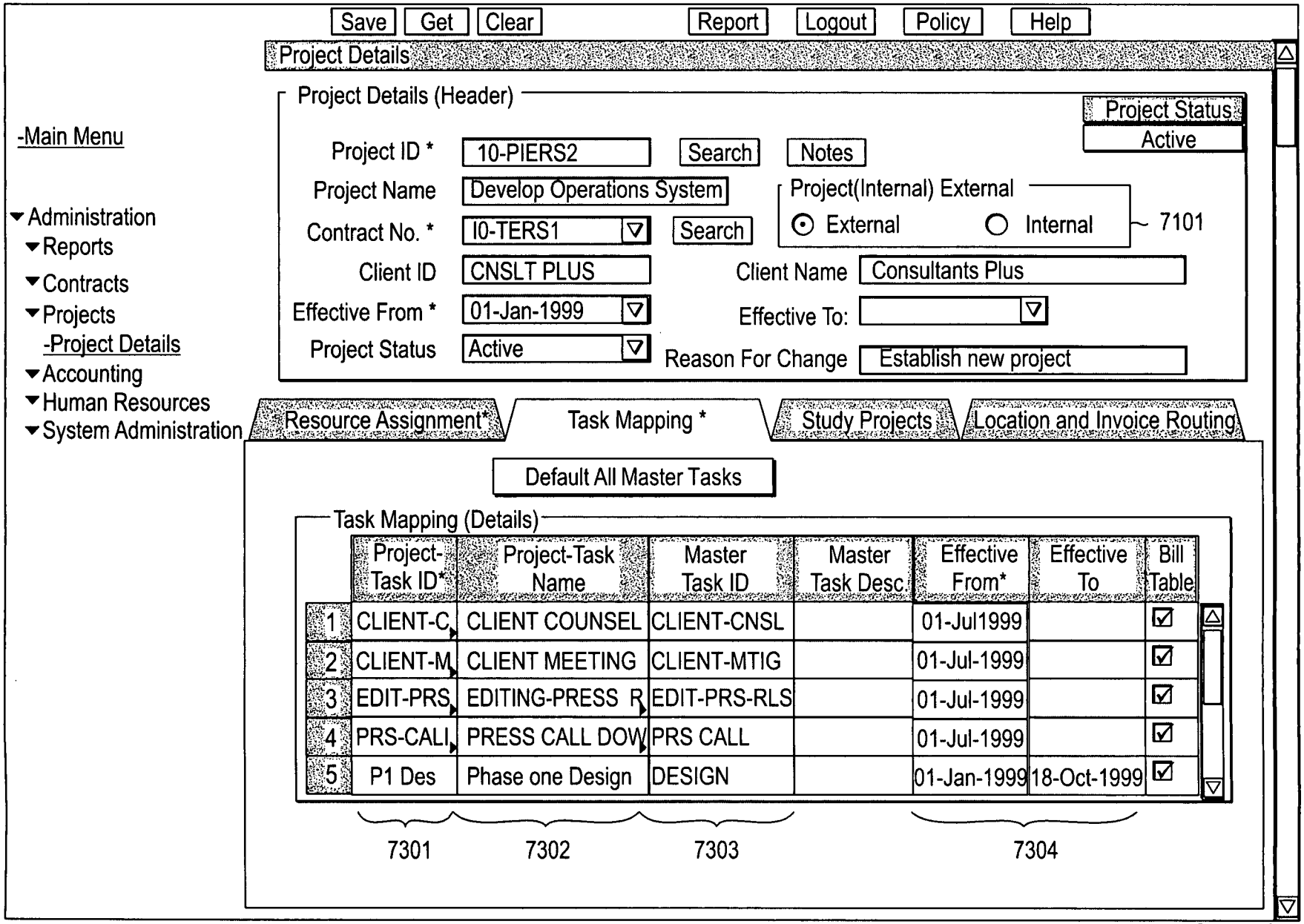
Save
Get
Clear
Report
Logout
Policy
Help
Project Details
-Main Menu
Administration
Reports
Contracts
Projects
-Project Details
Accounting
Human Resources
System Administration
Project Details (Header)
Project Status
Active
Project ID *
10-PIERS2
Search
Notes
Project Name
Develop Operations System
Project(Internal) External
External
Internal
7101
Contract No. *
I0-TERS1
Search
Client ID
CNSLT PLUS
Client Name
Consultants Plus
Effective From *
01-Jan-1999
Effective To:
Project Status
Active
Reason For Change
Establish new project
Resource Assignment*
Task Mapping *
Study Projects
Location and Invoice Routing
Default All Master Tasks
Task Mapping (Details)
Project-Task ID*
Project-Task Name
Master Task ID
Master Task Desc
Effective From*
Effective To
Bill Table
1 CLIENT-C CLIENT COUNSEL CLIENT-CNSL 01-Jul1999
2 CLIENT-M CLIENT MEETING CLIENT-MTIG 01-Jul-1999
3 EDIT-PRS EDITING-PRESS R EDIT-PRS-RLS 01-Jul-1999
4 PRS-CALI PRESS CALL DOW PRS CALL 01-Jul-1999
5 P1 Des Phase one Design DESIGN 01-Jan-1999 18-Oct-1999
7301
7302
7303
7304

FIG. 7C

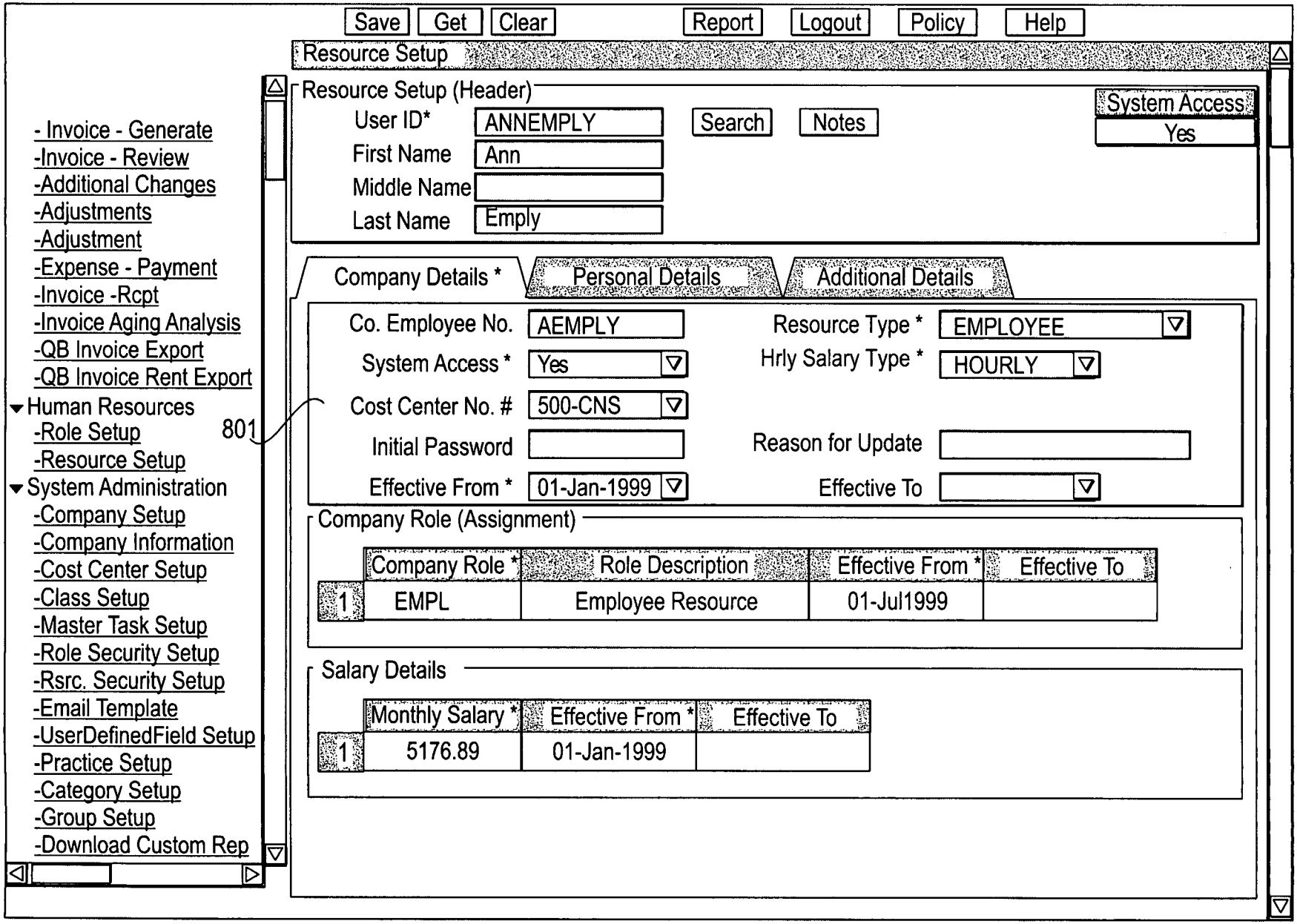
Save
Get
Clear
Report
Logout
Policy
Help
Resource Setup
- Invoice - Generate
-Invoice - Review
-Additional Changes
-Adjustments
-Adjustment
-Expense - Payment
-Invoice -Rcpt
-Invoice Aging Analysis
-QB Invoice Export
-QB Invoice Rent Export
Human Resources
-Role Setup
-Resource Setup
System Administration
-Company Setup
-Company Information
-Cost Center Setup
-Class Setup
-Master Task Setup
-Role Security Setup
-Rsrc. Security Setup
-Email Template
-UserDefinedField Setup
-Practice Setup
-Category Setup
-Group Setup
-Download Custom Rep
801
Resource Setup (Header)
User ID*
ANNEMPLY
Search
Notes
System Access
Yes
First Name
Ann
Middle Name
Last Name
Empty
Company Details *
Personal Details
Additional Details
Co. Employee No.
AEMPLY
Resource Type *
EMPLOYEE
System Access *
Yes
Hrly Salary Type *
HOURLY
Cost Center No. #
500-CNS
Initial Password
Reason for Update
Effective From *
01-Jan-1999
Effective To
Company Role (Assignment)
Company Role *
Role Description
Effective From *
Effective To
1
EMPL
Employee Resource
01-Jul1999
Salary Details
Monthly Salary *
Effective From *
Effective To
1
5176.89
01-Jan-1999

FIG. 8

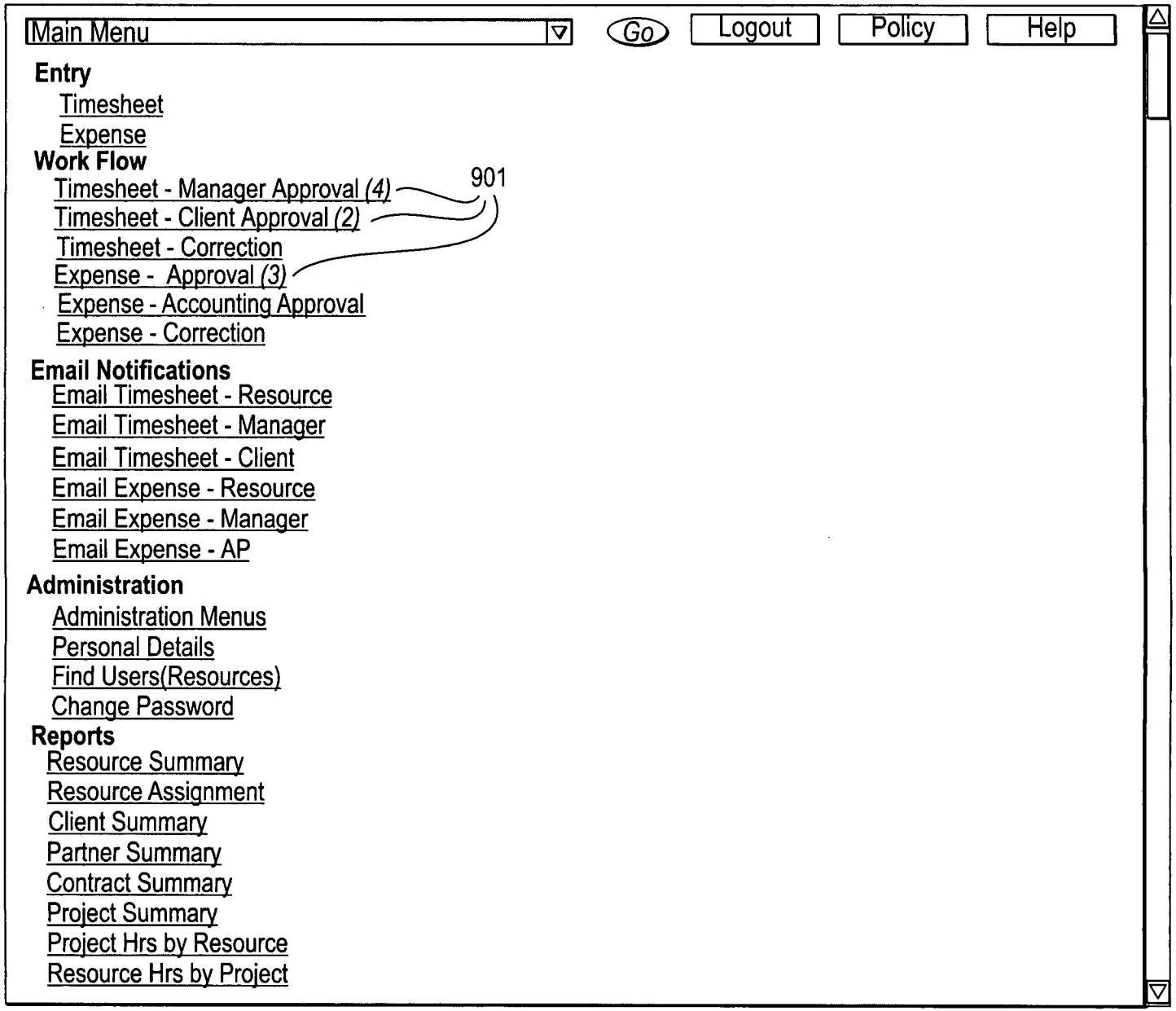
Main Menu
Go
Logout
Policy
Help
Entry
Timesheet
Expense
Work Flow
Timesheet - Manager Approval (4)
Timesheet - Client Approval (2)
Timesheet - Correction
Expense - Approval (3)
Expense - Accounting Approval
Expense - Correction
901
Email Notifications
Email Timesheet - Resource
Email Timesheet - Manager
Email Timesheet - Client
Email Expense - Resource
Email Expense - Manager
Email Expense - AP
Administration
Administration Menus
Personal Details
Find Users(Resources)
Change Password
Reports
Resource Summary
Resource Assignment
Client Summary
Partner Summary
Contract Summary
Project Summary
Project Hrs by Resource
Resource Hrs by Project

FIG. 9

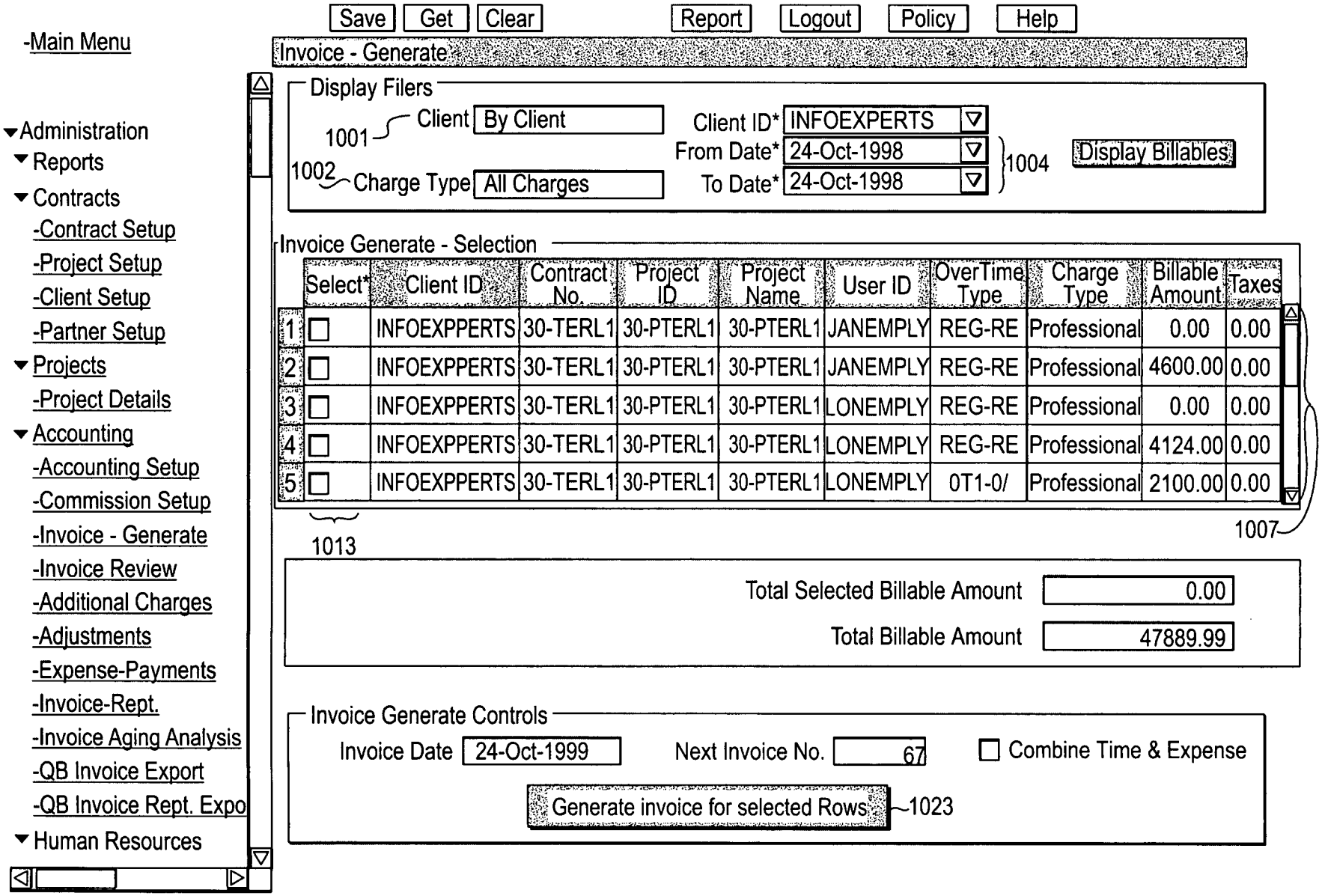
Save
Get
Clear
Report
Logout
Policy
Help
-Main Menu
Invoice - Generate
Display Filers
Client
By Client
1001
Client ID*
INFOEXPERTS
From Date*
24-Oct-1998
To Date*
24-Oct-1998
1004
Display Billables
1002
Charge Type
All Charges
Invoice Generate - Selection
Select*
Client ID
Contract No.
Project ID
Project Name
User ID
OverTime Type
Charge Type
Billable Amount
Taxes
1 INFOEXPPERTS 30-TERL1 30-PTERL1 30-PTERL1 JANEMPLY REG-RE Professional 0.00 0.00
2 INFOEXPPERTS 30-TERL1 30-PTERL1 30-PTERL1 JANEMPLY REG-RE Professional 4600.00 0.00
3 INFOEXPPERTS 30-TERL1 30-PTERL1 30-PTERL1 LONEMPLY REG-RE Professional 0.00 0.00
4 INFOEXPPERTS 30-TERL1 30-PTERL1 30-PTERL1 LONEMPLY REG-RE Professional 4124.00 0.00
5 INFOEXPPERTS 30-TERL1 30-PTERL1 30-PTERL1 LONEMPLY 0T1-0/ Professional 2100.00 0.00
1013
1007
Total Selected Billable Amount
0.00
Total Billable Amount
47889.99
Invoice Generate Controls
Invoice Date
24-Oct-1999
Next Invoice No.
67
Combine Time & Expense
Generate invoice for selected Rows
1023
Administration
Reports
Contracts
-Contract Setup
-Project Setup
-Client Setup
-Partner Setup
Projects
-Project Details
Accounting
-Accounting Setup
-Commission Setup
-Invoice - Generate
-Invoice Review
-Additional Charges
-Adjustments
-Expense-Payments
-Invoice-Rept.
-Invoice Aging Analysis
-QB Invoice Export
-QB Invoice Rept. Expo
Human Resources

FIG. 10

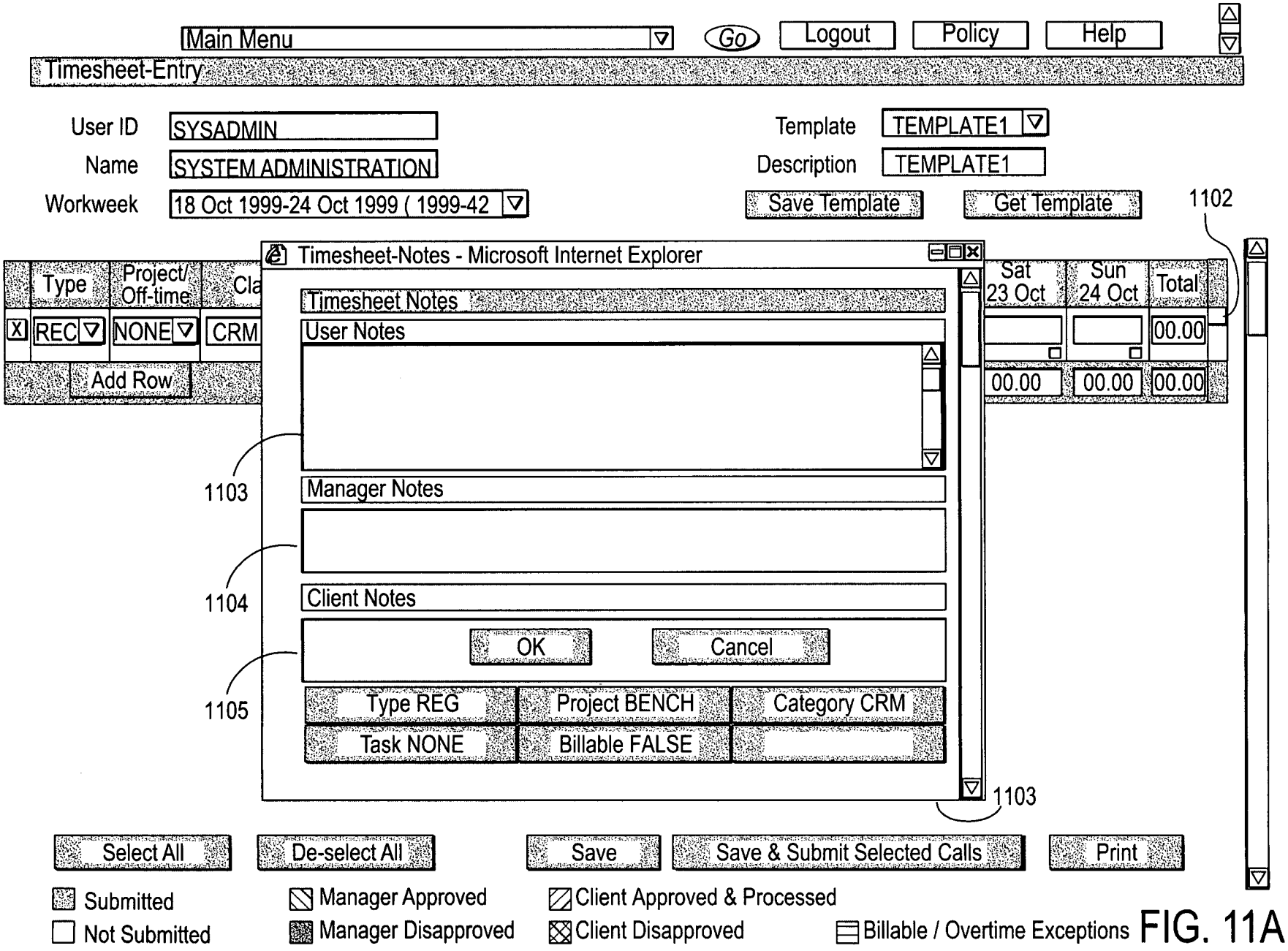
Main Menu
Go
Logout
Policy
Help
Timesheet-Entry
User ID
SYSADMIN
Name
SYSTEM ADMINISTRATION
Workweek
18 Oct 1999-24 Oct 1999 (1999-42
Template
TEMPLATE1
Description
TEMPLATE1
Save Template
Get Template
1102
Timesheet-Notes - Microsoft Internet Explorer
Type
Project/ Off-time
Cla
Sat 23 Oct
Sun 24 Oct
Total
REC
NONE
CRM
00.00
Add Row
00.00
00.00
00.00
Timesheet Notes
User Notes
1103
Manager Notes
1104
Client Notes
OK
Cancel
1105
Type REG
Project BENCH
Category CRM
Task NONE
Billable FALSE
1103
Select All
De-select All
Save
Save & Submit Selected Calls
Print
Submitted
Not Submitted
Manager Approved
Manager Disapproved
Client Approved & Processed
Client Disapproved
Billable / Overtime Exceptions

FIG. 11A

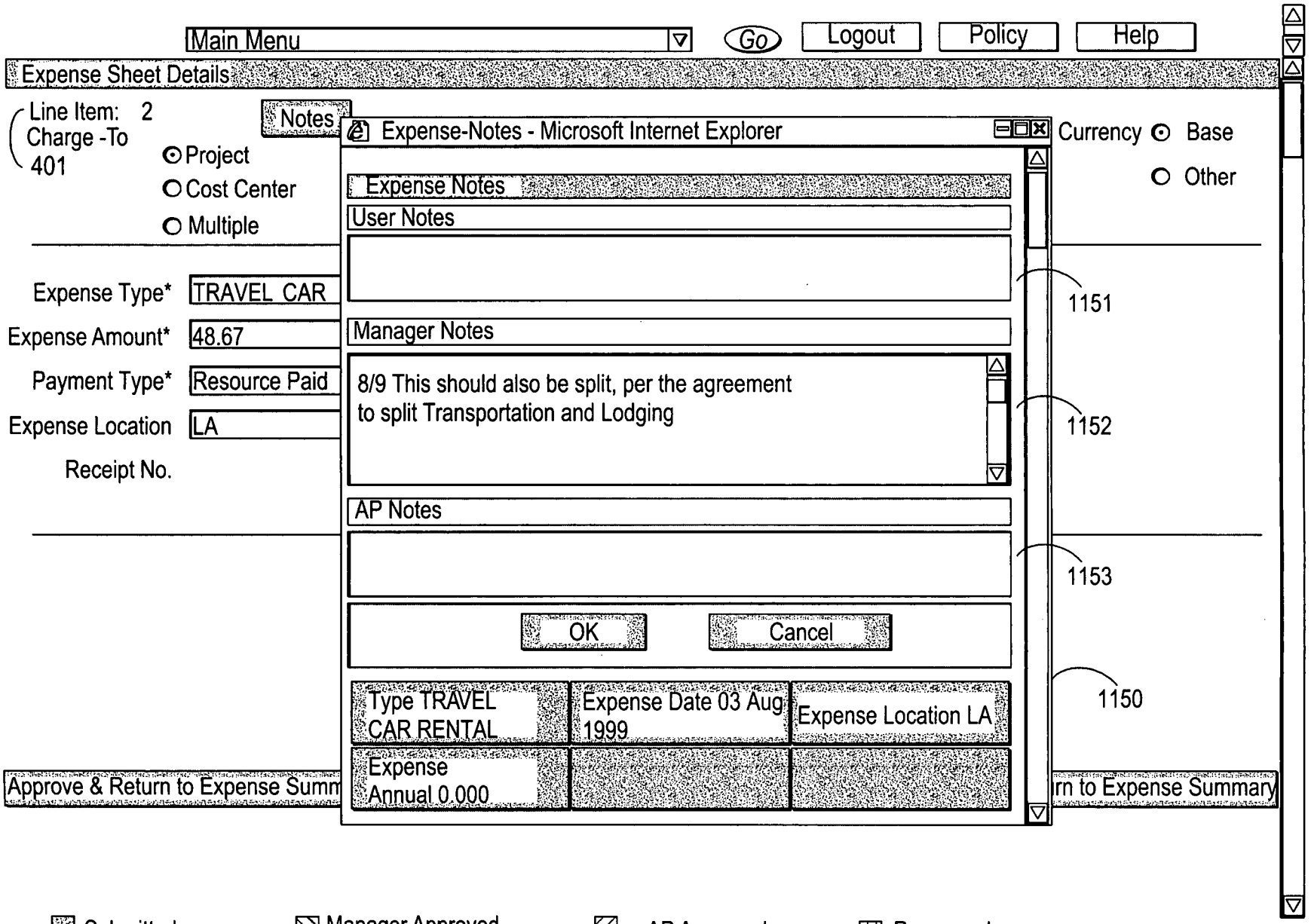
Main Menu
Go
Logout
Policy
Help
Expense Sheet Details
Line Item: 2
Charge -To 401
Project
Cost Center
Multiple
Notes
Expense-Notes - Microsoft Internet Explorer
Currency
Base
Other
Expense Notes
User Notes
Manager Notes
8/9 This should also be split, per the agreement to split Transportation and Lodging
AP Notes
OK
Cancel
Expense Type*
TRAVEL CAR
Expense Amount*
48.67
Payment Type*
Resource Paid
Expense Location
LA
Receipt No.
Type TRAVEL CAR RENTAL
Expense Date 03 Aug 1999
Expense Location LA
Expense Annual 0.000
1151
1152
1153
1150
Approve & Return to Expense Summ
rn to Expense Summary
Submitted
Not Submitted
Manager Approved
Manager Disapproved
AP Approved
AP Disapproved
Processed
Billable Exception

FIG. 11B

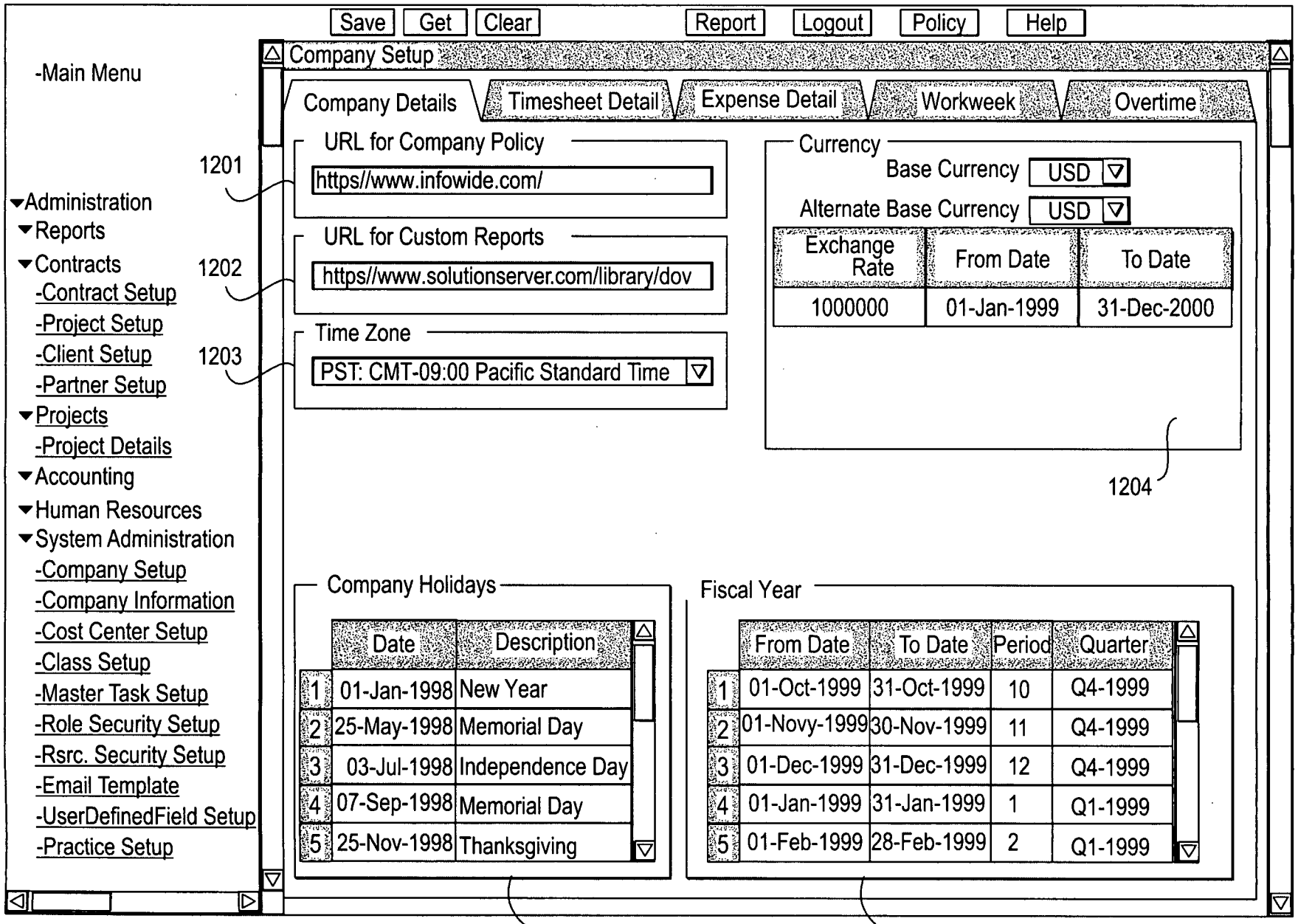
Save
Get
Clear
Report
Logout
Policy
Help
-Main Menu
Company Setup
Company Details
Timesheet Detail
Expense Detail
Workweek
Overtime
URL for Company Policy
https//www.infowide.com/
1201
URL for Custom Reports
https//www.solutionserver.com/library/dov
1202
Time Zone
PST: CMT-09:00 Pacific Standard Time
1203
Currency
Base Currency
USD
Alternate Base Currency
USD
Exchange Rate
From Date
To Date
1000000
01-Jan-1999
31-Dec-2000
1204
Administration
Reports
Contracts
-Contract Setup
-Project Setup
-Client Setup
-Partner Setup
Projects
-Project Details
Accounting
Human Resources
System Administration
-Company Setup
-Company Information
-Cost Center Setup
-Class Setup
-Master Task Setup
-Role Security Setup
-Rsrc. Security Setup
-Email Template
-UserDefinedField Setup
-Practice Setup
Company Holidays
Date
Description
1 01-Jan-1998 New Year
2 25-May-1998 Memorial Day
3 03-Jul-1998 Independence Day
4 07-Sep-1998 Memorial Day
5 25-Nov-1998 Thanksgiving
1205
Fiscal Year
From Date
To Date
Period
Quarter
1 01-Oct-1999 31-Oct-1999 10 Q4-1999
2 01-Novy-1999 30-Nov-1999 11 Q4-1999
3 01-Dec-1999 31-Dec-1999 12 Q4-1999
4 01-Jan-1999 31-Jan-1999 1 Q1-1999
5 01-Feb-1999 28-Feb-1999 2 Q1-1999
1206

FIG. 12A

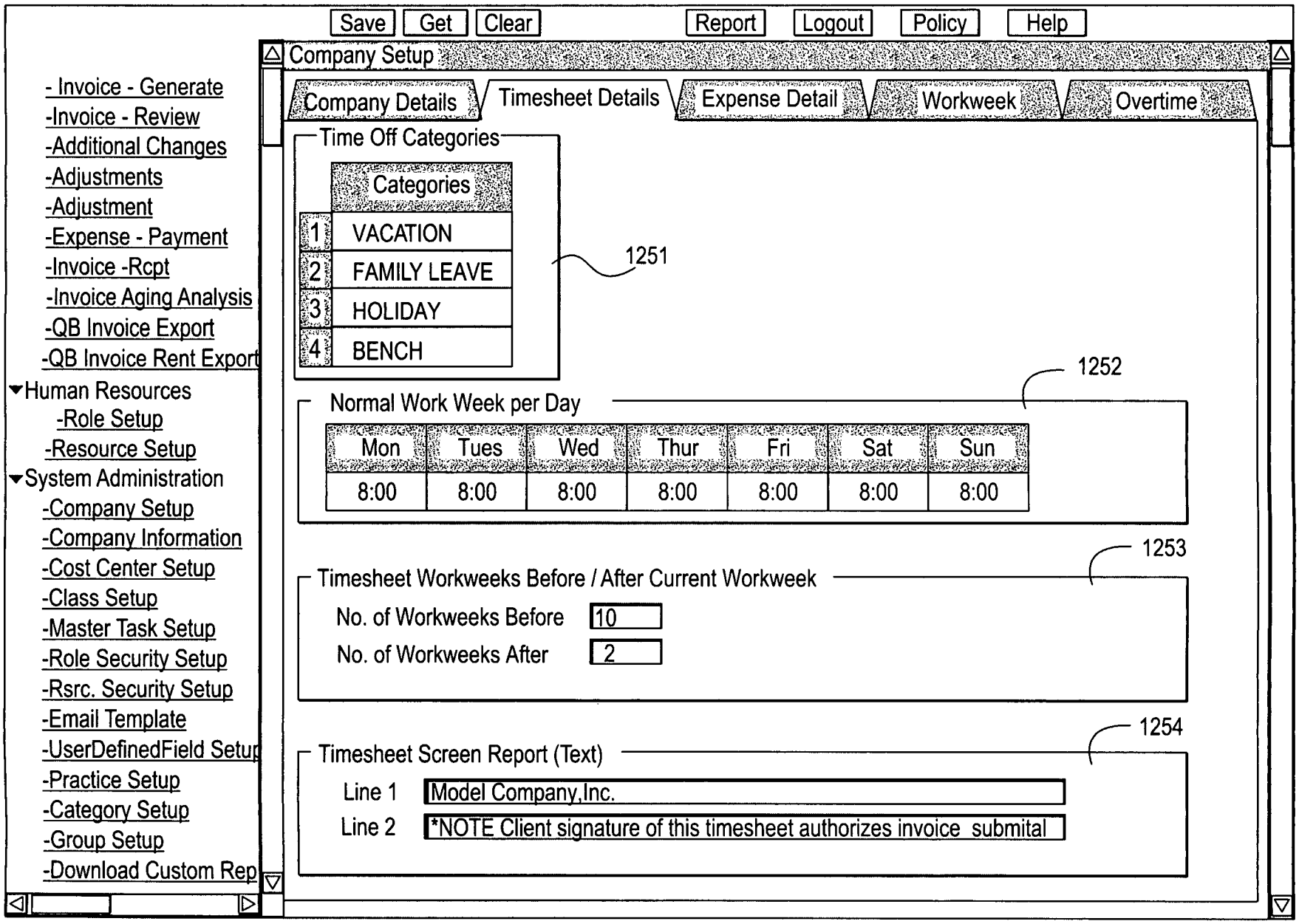
Save
Get
Clear
Report
Logout
Policy
Help
- Invoice - Generate
-Invoice - Review
-Additional Changes
-Adjustments
-Adjustment
-Expense - Payment
-Invoice -Rcpt
-Invoice Aging Analysis
-QB Invoice Export
-QB Invoice Rent Export
Human Resources
-Role Setup
-Resource Setup
System Administration
-Company Setup
-Company Information
-Cost Center Setup
-Class Setup
-Master Task Setup
-Role Security Setup
-Rsrc. Security Setup
-Email Template
-UserDefinedField Setup
-Practice Setup
-Category Setup
-Group Setup
-Download Custom Rep
Company Setup
Company Details
Timesheet Details
Expense Detail
Workweek
Overtime
Time Off Categories
Categories
1 VACATION
2 FAMILY LEAVE
3 HOLIDAY
4 BENCH
1251
1252
Normal Work Week per Day
Mon Tues Wed Thur Fri Sat Sun
8:00 8:00 8:00 8:00 8:00 8:00 8:00
1253
Timesheet Workweeks Before / After Current Workweek
No. of Workweeks Before 10
No. of Workweeks After 2
1254
Timesheet Screen Report (Text)
Line 1 Model Company,Inc.
Line 2 *NOTE Client signature of this timesheet authorizes invoice submital

FIG. 12B

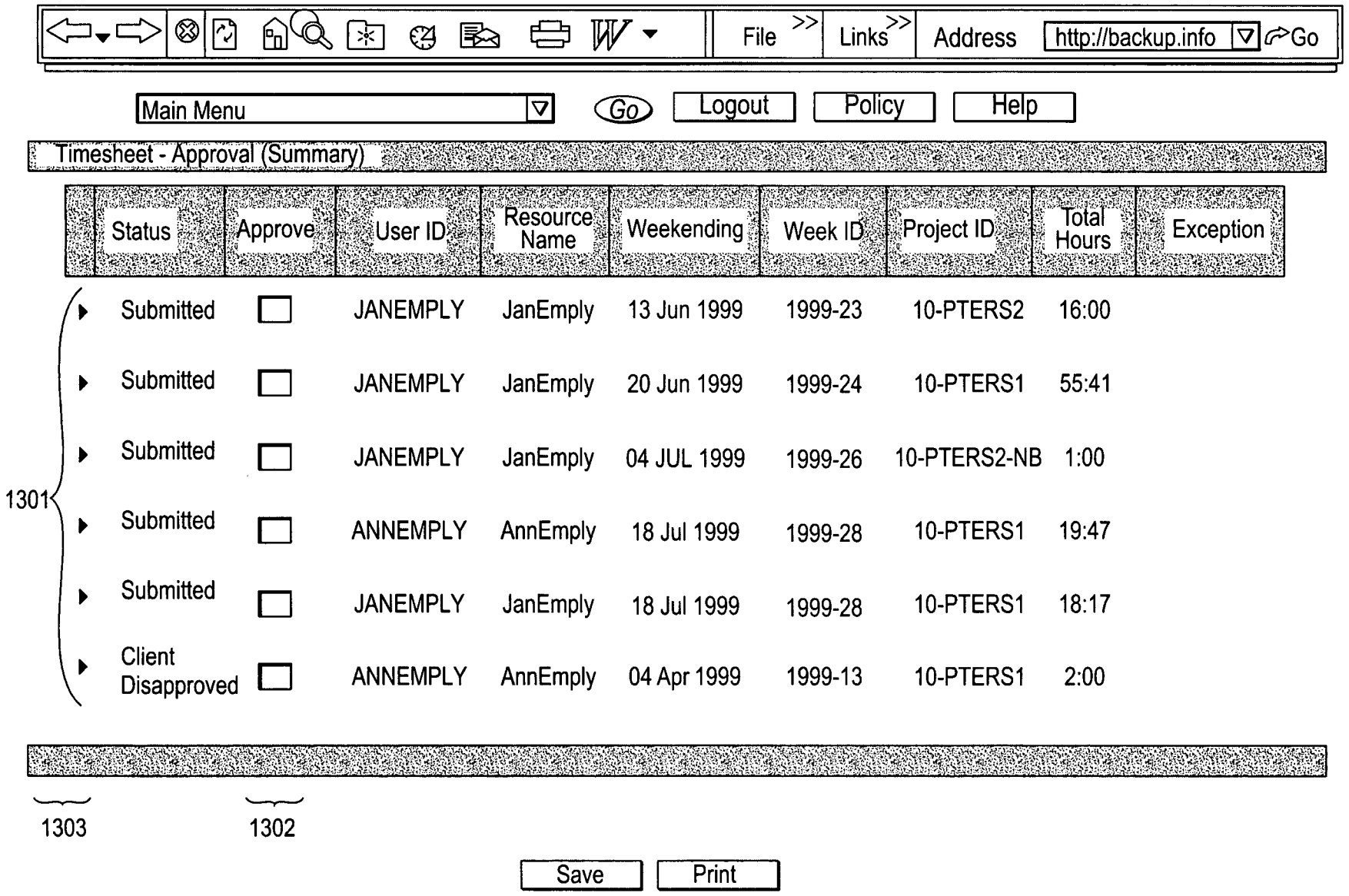
File
Links
Address
http://backup.info
Go
Main Menu
Go
Logout
Policy
Help
Timesheet - Approval (Summary)
Status
Approve
User ID
Resource Name
Weekending
Week ID
Project ID
Total Hours
Exception
Submitted JANEMPLY JanEmply 13 Jun 1999 1999-23 10-PTERS2 16:00
Submitted JANEMPLY JanEmply 20 Jun 1999 1999-24 10-PTERS1 55:41
Submitted JANEMPLY JanEmply 04 JUL 1999 1999-26 10-PTERS2-NB 1:00
Submitted ANNEMPLY AnnEmply 18 Jul 1999 1999-28 10-PTERS1 19:47
Submitted JANEMPLY JanEmply 18 Jul 1999 1999-28 10-PTERS1 18:17
Client Disapproved ANNEMPLY AnnEmply 04 Apr 1999 1999-13 10-PTERS1 2:00
1301
1303
1302
Save
Print

FIG. 13

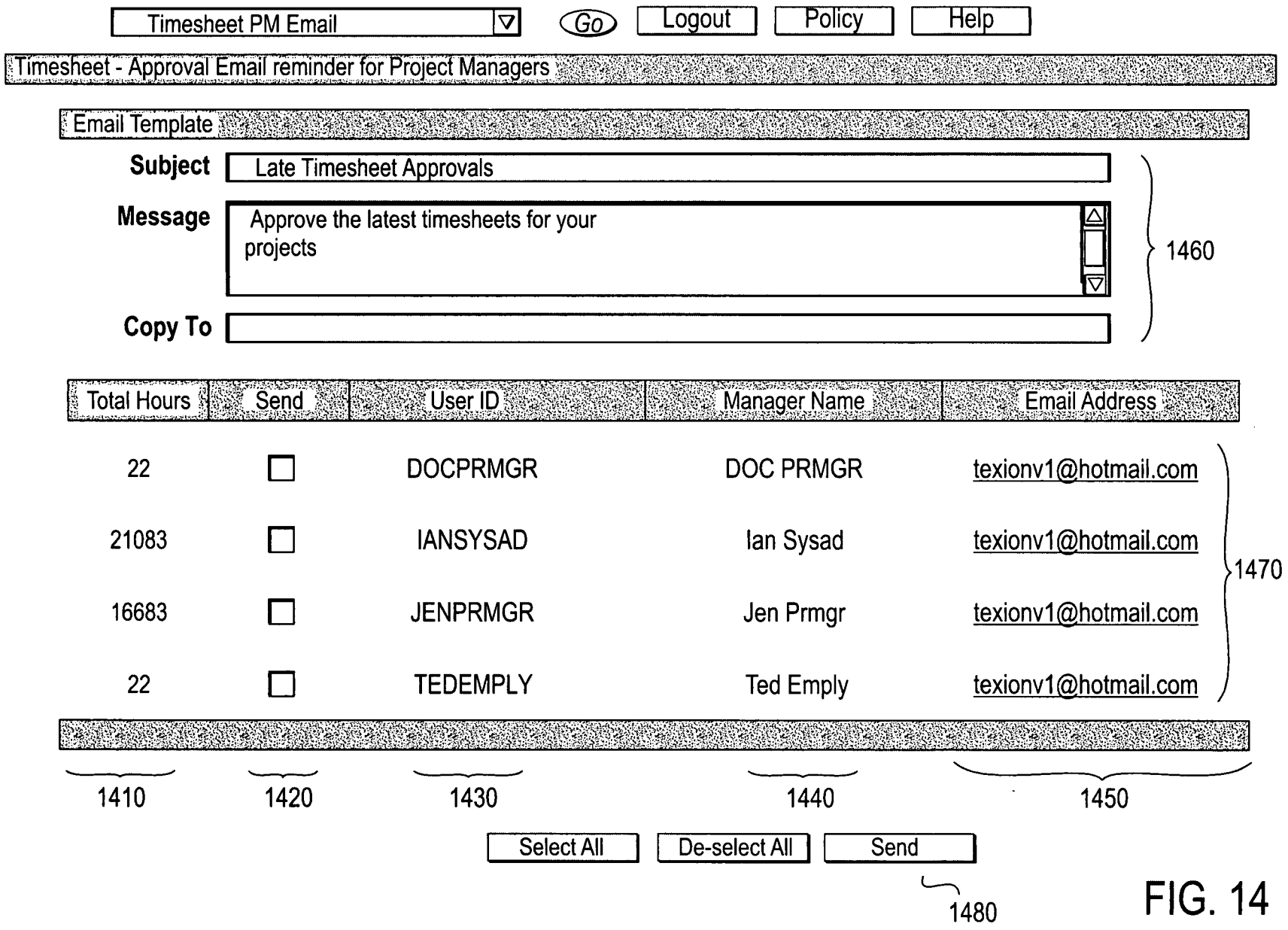
Timesheet PM Email
Go
Logout
Policy
Help
Timesheet - Approval Email reminder for Project Managers
Email Template
Subject
Late Timesheet Approvals
Message
Approve the latest timesheets for your projects
Copy To
1460
Total Hours
Send
User ID
Manager Name
Email Address
22
DOCPRMGR
DOC PRMGR
texionv1@hotmail.com
21083
IANSYSAD
Ian Sysad
texionv1@hotmail.com
16683
JENPRMGR
Jen Prmgr
texionv1@hotmail.com
22
TEDEMPLY
Ted Emply
texionv1@hotmail.com
1470
1410
1420
1430
1440
1450
Select All
De-select All
Send
1480

FIG. 14

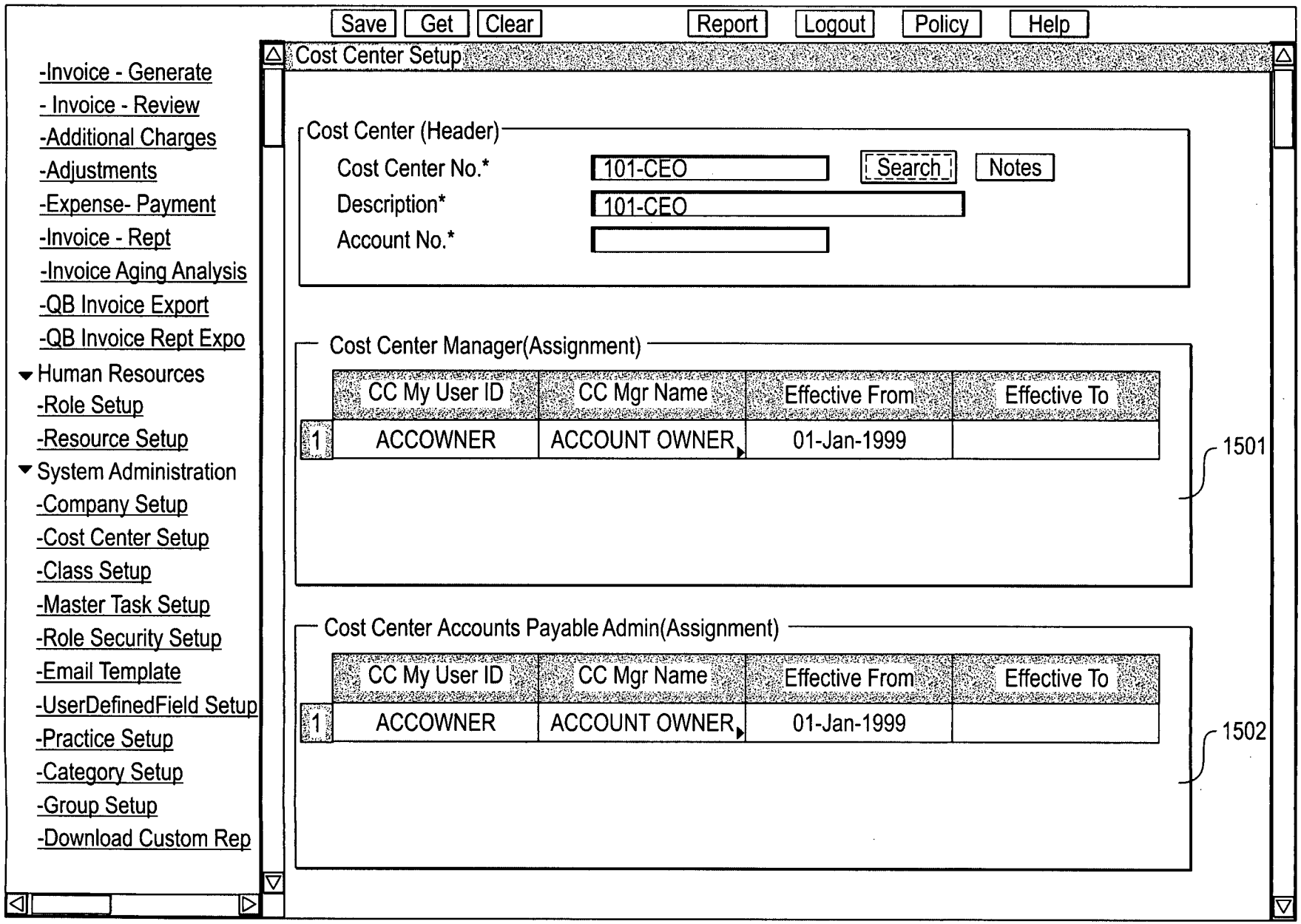
Save
Get
Clear
Report
Logout
Policy
Help
-Invoice - Generate
- Invoice - Review
-Additional Charges
-Adjustments
-Expense- Payment
-Invoice - Rept
-Invoice Aging Analysis
-QB Invoice Export
-QB Invoice Rept Expo
Human Resources
-Role Setup
-Resource Setup
System Administration
-Company Setup
-Cost Center Setup
-Class Setup
-Master Task Setup
-Role Security Setup
-Email Template
-UserDefinedField Setup
-Practice Setup
-Category Setup
-Group Setup
-Download Custom Rep
Cost Center Setup
Cost Center (Header)
Cost Center No.*
101-CEO
Search
Notes
Description*
101-CEO
Account No.*
Cost Center Manager(Assignment)
CC My User ID
CC Mgr Name
Effective From
Effective To
1
ACCOWNER
ACCOUNT OWNER
01-Jan-1999
1501
Cost Center Accounts Payable Admin(Assignment)
CC My User ID
CC Mgr Name
Effective From
Effective To
1
ACCOWNER
ACCOUNT OWNER
01-Jan-1999
1502

FIG. 15

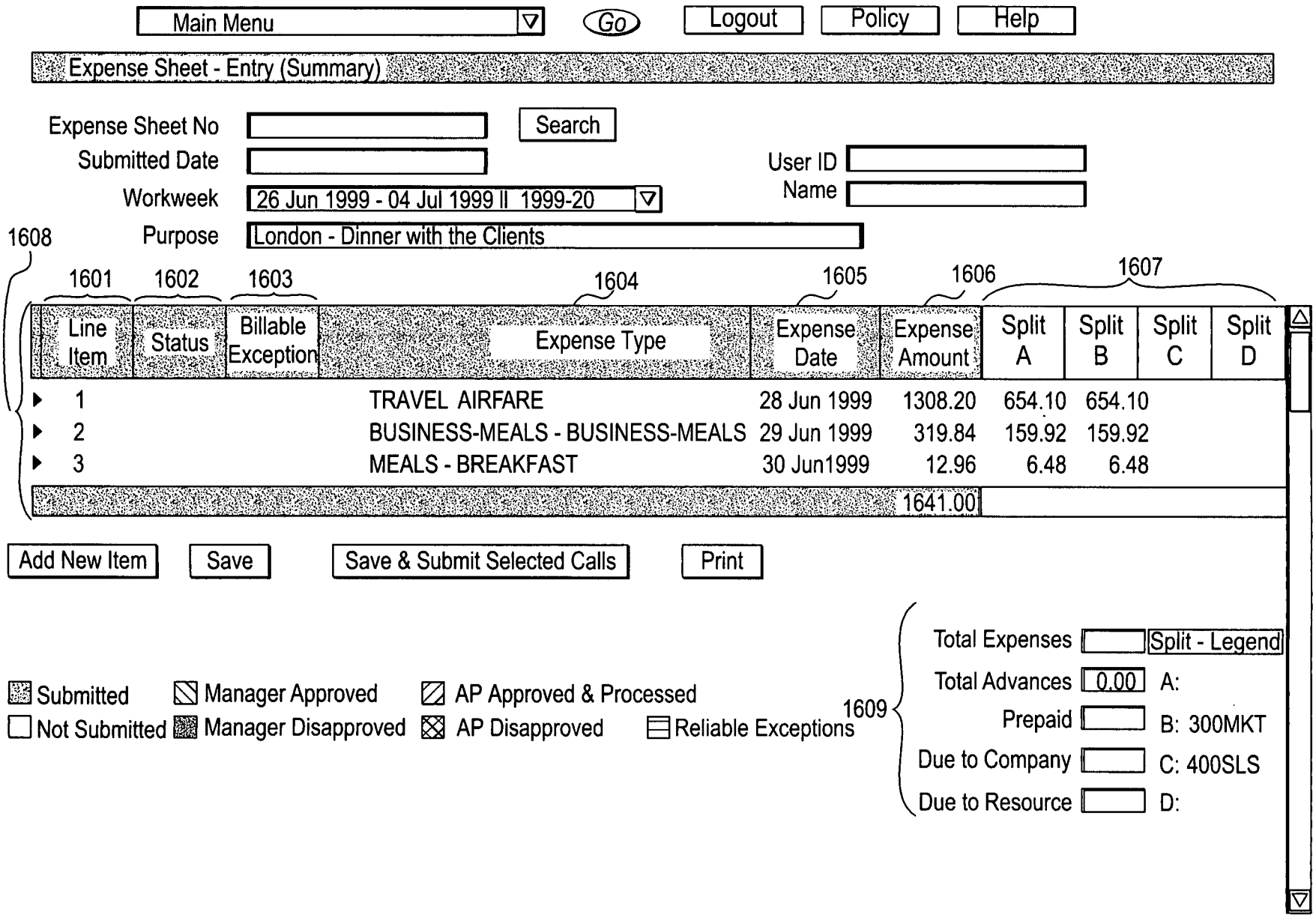
Main Menu
Go
Logout
Policy
Help
Expense Sheet - Entry (Summary)
Expense Sheet No
Search
Submitted Date
User ID
Name
Workweek
26 Jun 1999 - 04 Jul 1999 II 1999-20
Purpose
London - Dinner with the Clients
1608
1601
1602
1603
1604
1605
1606
1607
Line Item
Status
Billable Exception
Expense Type
Expense Date
Expense Amount
Split A
Split B
Split C
Split D
1 TRAVEL AIRFARE 28 Jun 1999 1308.20 654.10 654.10
2 BUSINESS-MEALS - BUSINESS-MEALS 29 Jun 1999 319.84 159.92 159.92
3 MEALS - BREAKFAST 30 Jun1999 12.96 6.48 6.48
1641.00
Add New Item
Save
Save & Submit Selected Calls
Print
Total Expenses
Split - Legend
Total Advances
0.00
A:
Prepaid
B: 300MKT
Due to Company
C: 400SLS
Due to Resource
D:
1609
Submitted
Manager Approved
AP Approved & Processed
Not Submitted
Manager Disapproved
AP Disapproved
Reliable Exceptions

FIG. 16

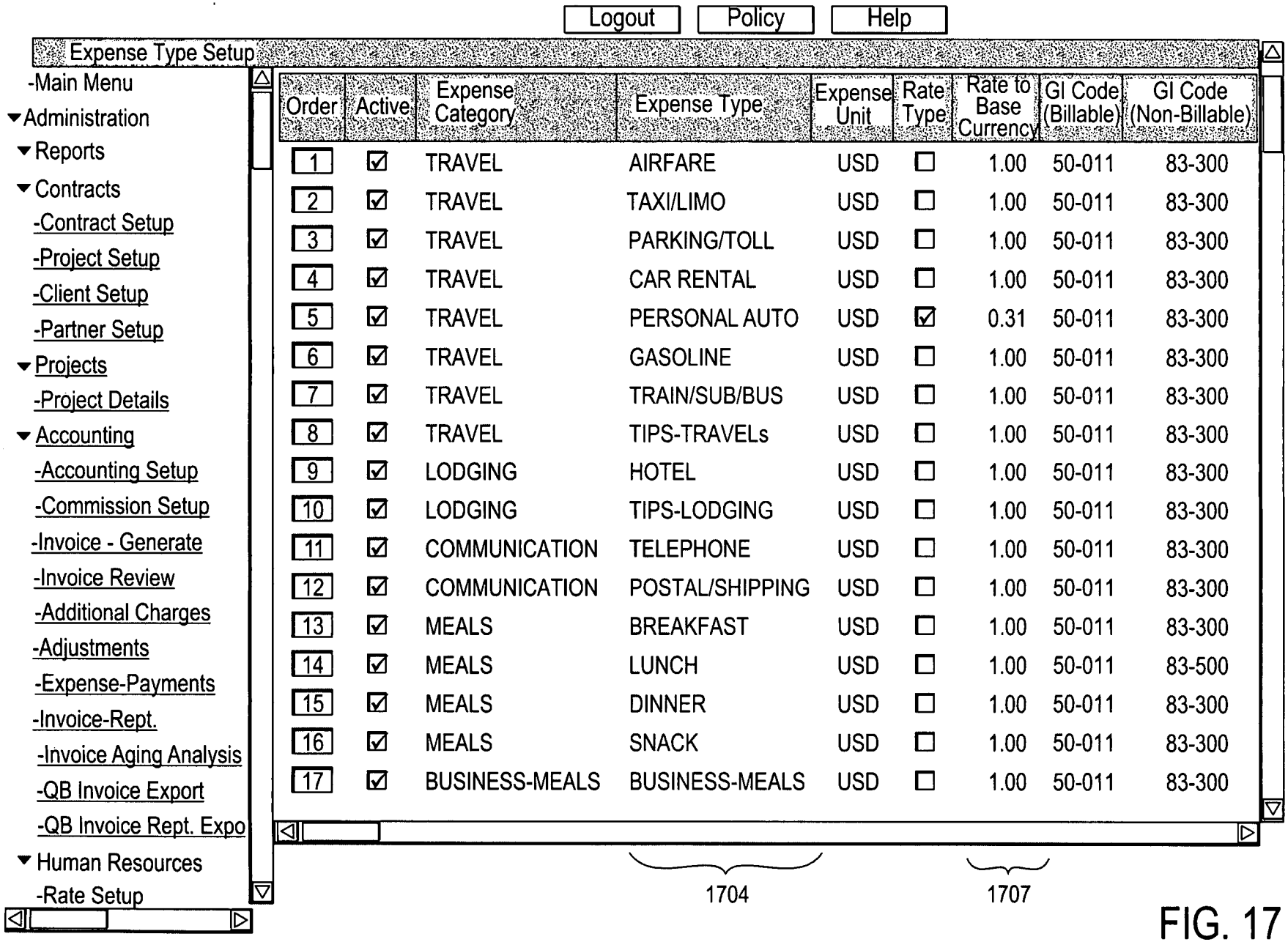
Logout
Policy
Help
Expense Type Setup
-Main Menu
Administration
Reports
Contracts
-Contract Setup
-Project Setup
-Client Setup
-Partner Setup
Projects
-Project Details
Accounting
-Accounting Setup
-Commission Setup
-Invoice - Generate
-Invoice Review
-Additional Charges
-Adjustments
-Expense-Payments
-Invoice-Rept.
-Invoice Aging Analysis
-QB Invoice Export
-QB Invoice Rept. Expo
Human Resources
-Rate Setup
Order
Active
Expense Category
Expense Type
Expense Unit
Rate Type
Rate to Base Currency
GI Code (Billable)
GI Code (Non-Billable)
1 TRAVEL AIRFARE USD 1.00 50-011 83-300
2 TRAVEL TAXI/LIMO USD 1.00 50-011 83-300
3 TRAVEL PARKING/TOLL USD 1.00 50-011 83-300
4 TRAVEL CAR RENTAL USD 1.00 50-011 83-300
5 TRAVEL PERSONAL AUTO USD 0.31 50-011 83-300
6 TRAVEL GASOLINE USD 1.00 50-011 83-300
7 TRAVEL TRAIN/SUB/BUS USD 1.00 50-011 83-300
8 TRAVEL TIPS-TRAVELs USD 1.00 50-011 83-300
9 LODGING HOTEL USD 1.00 50-011 83-300
10 LODGING TIPS-LODGING USD 1.00 50-011 83-300
11 COMMUNICATION TELEPHONE USD 1.00 50-011 83-300
12 COMMUNICATION POSTAL/SHIPPING USD 1.00 50-011 83-300
13 MEALS BREAKFAST USD 1.00 50-011 83-300
14 MEALS LUNCH USD 1.00 50-011 83-500
15 MEALS DINNER USD 1.00 50-011 83-300
16 MEALS SNACK USD 1.00 50-011 83-300
17 BUSINESS-MEALS BUSINESS-MEALS USD 1.00 50-011 83-300
1704
1707

FIG. 17

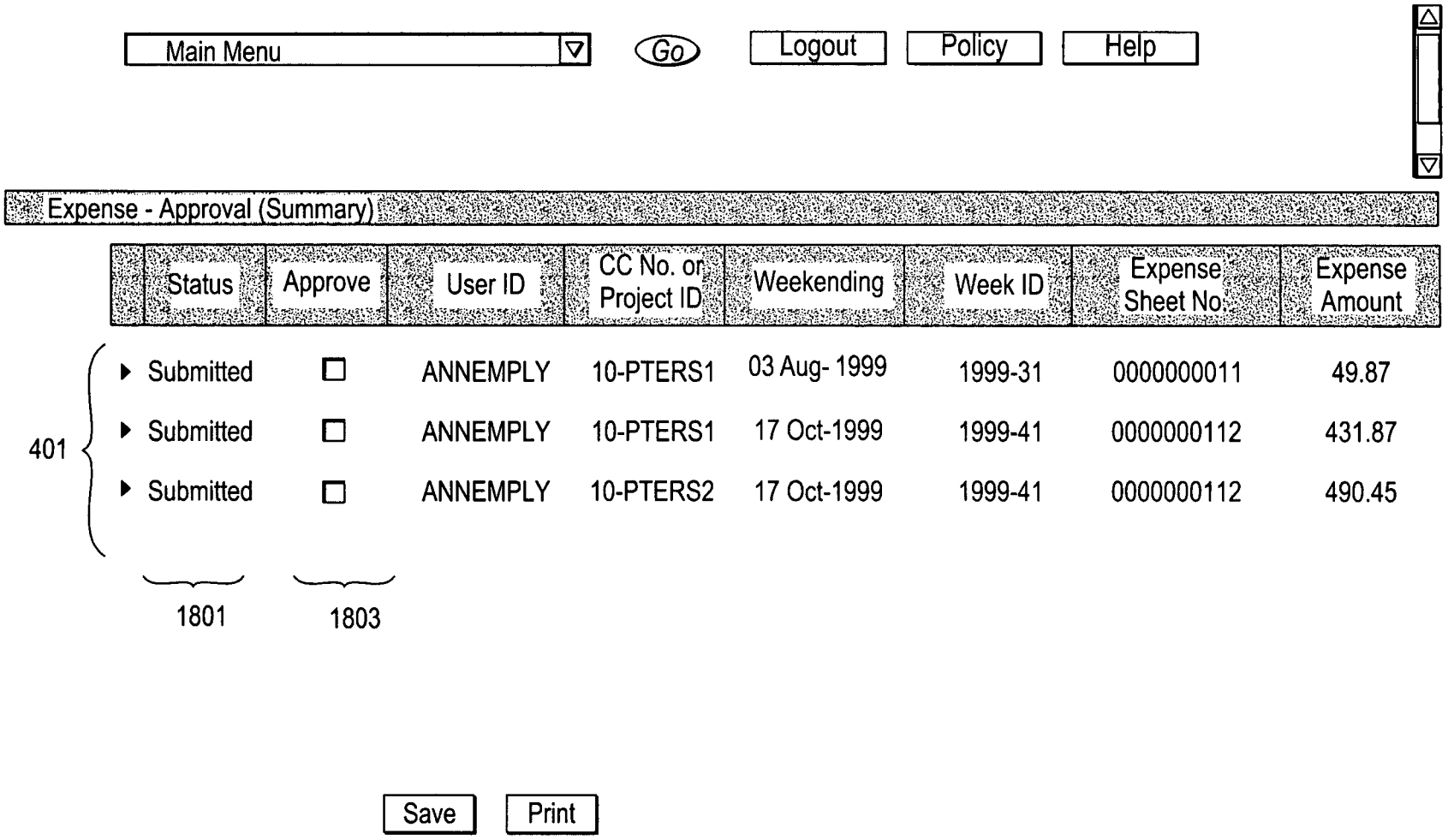
Main Menu
Go
Logout
Policy
Help
Expense - Approval (Summary)
Status
Approve
User ID
CC No. or Project ID
Weekending
Week ID
Expense Sheet No.
Expense Amount
Submitted ANNEMPLY 10-PTERS1 03 Aug- 1999 1999-31 0000000011 49.87
Submitted ANNEMPLY 10-PTERS1 17 Oct-1999 1999-41 0000000112 431.87
Submitted ANNEMPLY 10-PTERS2 17 Oct-1999 1999-41 0000000112 490.45
401
1801
1803
Save
Print

FIG. 18

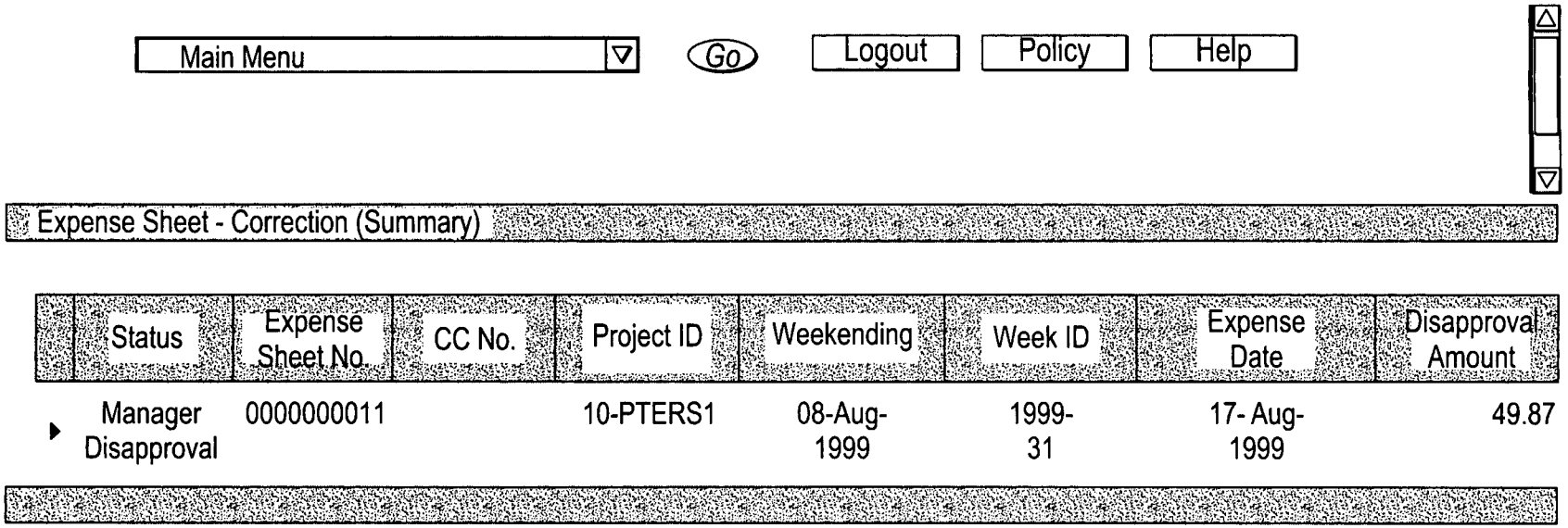
Main Menu
Go
Logout
Policy
Help
Expense Sheet - Correction (Summary)
Status
Expense Sheet No.
CC No.
Project ID
Weekending
Week ID
Expense Date
Disapproval Amount
Manager Disapproval
0000000011
10-PTERS1
08-Aug-1999
1999-31
17- Aug-1999
49.87

FIG. 19

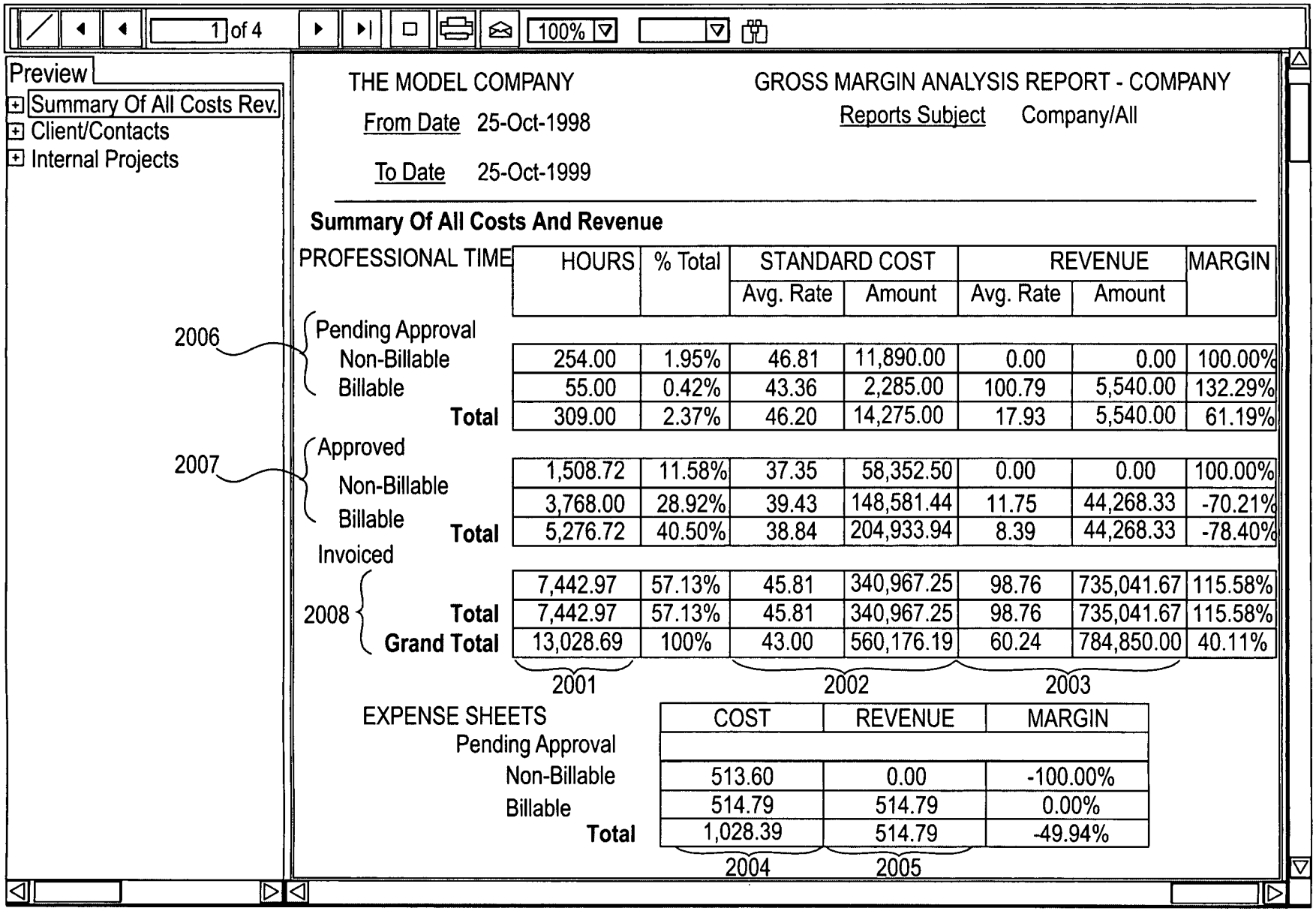
1 of 4
100%
Preview
Summary Of All Costs Rev.
Client/Contacts
Internal Projects
THE MODEL COMPANY
GROSS MARGIN ANALYSIS REPORT - COMPANY
From Date 25-Oct-1998
Reports Subject Company/All
To Date 25-Oct-1999
Summary Of All Costs And Revenue
PROFESSIONAL TIME
HOURS
% Total
STANDARD COST
Avg. Rate
Amount
REVENUE
Avg. Rate
Amount
MARGIN
2006
Pending Approval
Non-Billable 254.00 1.95% 46.81 11,890.00 0.00 0.00 100.00%
Billable 55.00 0.42% 43.36 2,285.00 100.79 5,540.00 132.29%
Total 309.00 2.37% 46.20 14,275.00 17.93 5,540.00 61.19%
2007
Approved
Non-Billable 1,508.72 11.58% 37.35 58,352.50 0.00 0.00 100.00%
Billable 3,768.00 28.92% 39.43 148,581.44 11.75 44,268.33 -70.21%
Total 5,276.72 40.50% 38.84 204,933.94 8.39 44,268.33 -78.40%
Invoiced
2008
Total 7,442.97 57.13% 45.81 340,967.25 98.76 735,041.67 115.58%
Total 7,442.97 57.13% 45.81 340,967.25 98.76 735,041.67 115.58%
Grand Total 13,028.69 100% 43.00 560,176.19 60.24 784,850.00 40.11%
2001
2002
2003
EXPENSE SHEETS
COST
REVENUE
MARGIN
Pending Approval
Non-Billable 513.60 0.00 -100.00%
Billable 514.79 514.79 0.00%
Total 1,028.39 514.79 -49.94%
2004
2005

FIG. 20